

## **The Los Angeles Philharmonic Association is currently seeking a: Manager, Learning**

Founded in 1919, the Los Angeles Philharmonic Association presents, and promotes the performing arts in its varied forms at the highest level of excellence to a diverse and large audience, at Walt Disney Concert Hall, the Hollywood Bowl, and The Ford.

### **Position Summary:**

The Manager, Learning, reporting to the Associate Director, Learning, is responsible for managing the conception and execution of learning programs, including but not limited to concerts and festivals for families and students at Walt Disney Concert Hall, programs for young composers, and pre-concert lecture series. The manager is a key point-person across the organization and will represent the learning department's artistic and strategic priorities as they oversee various contractors, staff, and teaching artists. The manager also supports the development of administrative operations processes for the department through the maintenance of digital platforms and systems. The manager works collaboratively with the Associate Director, Learning and the Director, Beckmen YOLA Center on developing efficient department workflows.

### **Position Elements:**

#### **Program Development and Project Management**

- Manage project design and development of programs including: LA Phil youth and school concerts, programs for young musicians and composers, pre- and post-concert learning (Upbeat Live), YOLA National, and learning media and technology projects
- Produce small and large-scale events; assigning staff and volunteers as needed
- Collaborate with the artistic planning department and the YOLA Artistic Administrator on repertoire programming for LA Phil youth concerts and other learning initiatives; ensure alignment of learning department programming with the themes and priorities of the LA Phil season.
- Identify, recruit, and assign appropriate artists, contractors, and teaching staff to projects
- Collaborate with Finance, Human Resources and Legal to contract individuals and organizations with whom/which learning department works, such as performing artists, teaching artists, LA Phil musicians, vendors, schools, youth orchestras, etc.
- Speak publicly on behalf of the LA Phil learning department and its programs as a presenter and as an event host.
- Create and maintain detailed documentation on projects for purposes of program assessment, the development of program standards of procedure, etc.

#### **Operations**

- Develop and maintain systems appropriate for project management such as schedules, databases/lists, project boards, and event running orders.
- Manage learning department and cross-departmental systems, such as Salesforce, SharePoint, Monday.com, Acceptd, and Clark (the LA Phil's digital asset management and project management system)
- Prepare and collaborate on communications such as PowerPoint presentations, newsletters, talking points, and information for web, social media, development, press, and marketing
- Assist Associate Director, Learning with budget management; coordinate quarterly reconciliation and forecasting process for learning department budgets; contribute to annual budget development

- Oversee day-to-day payments and budget and expense tracking; ensure individuals and organizations are paid in a timely manner, supervising Project Assistant, Learning in the processing of invoices and expense reports.
- Assist with training and onboarding in administrative and operational areas for new learning team members.

**Other duties as assigned, including but not limited to:**

- Assisting and collaborating with other learning department team members as needed
- Supporting company-wide learning and community initiatives and related communications
- Pre-concert and concert duty

**Position Requirements:**

- A minimum of two years of professional experience in the field of arts education with an undergraduate degree or equivalent experience
- Strong understanding of orchestral repertoire, ability to read scores, and experience working with orchestras and chamber ensembles
- Strong organizational skills, attention to detail, time management
- Excellent written and verbal communication skills; impeccable customer service
- Professionally proficient computer skills. Microsoft Office suite and SharePoint skills required. Knowledge of the following platforms is a plus: Salesforce or other CRM, Monday.com, Swapcard or other event management platforms, Concord, digital asset management systems (DAM).
- Positive and flexible attitude; works well on a team and in a high-pressure, multi-tasking environment
- Passion for and ability to work with diverse personalities and populations
- Commitment to improving and promoting equity, diversity, and inclusion practices in all aspects of the work
- Experience working with teaching artists, parents, and young musicians
- Knowledge of national learning standards, beginning instrumental curriculum, and youth development theory and practice is a plus
- Spanish language proficiency is a plus
- Local travel, as well as evening and weekend availability

**COVID Workplace Safety Requirements**

This position will require you to interact with employees, patrons, vendors and others who may or may not be vaccinated or recently tested. You will be required to wear personal protection equipment (PPE) required by the LA County Department of Public Health protocols and the LA Phil. You agree to comply at all times with the LA Phil's COVID-19 Prevention Plan, including testing and vaccination requirements.

**How to apply:**

Complete the online application by clicking [here](#).

- Complete the application with all pertinent information.
- At the end of the application, a confirmation page will appear when your submission has been successful

The Los Angeles Philharmonic Association will consider for employment qualified Applicants with Criminal Histories in a manner consistent with the requirements of the FCIHO.

#### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Los Angeles Philharmonic Association embraces and is committed to diversity and inclusion within our staff, musicians, guest artists, audiences, and surrounding communities. The Association does not discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, genetic information, marital status, gender, gender identity, gender expression, military status, veteran status, or any other basis protected by federal, state, or local law. Consistent with the law, the Association also provides reasonable accommodation for disabled applicants and employees in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act, for pregnant employees who request an accommodation with the advice of their health care providers, for pregnancy, childbirth or related medical conditions; for employees who are victims of domestic violence, sexual assault or stalking; and for applicants and employees based on their religious beliefs and practices.