

The Los Angeles Philharmonic Association is currently seeking a: Manager, Strategic initiatives

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, Strategic Initiatives, reporting to the Chief of Staff, manages, monitors, and supports a broad set of strategic, cross-functional, organization-wide initiatives that deliver on the overall strategy of the LA Phil and is a trusted and confidential partner to the Chief of Staff.

Position Elements:

- Serve as the project manager overseeing all elements of assigned strategic projects and initiatives, including: project plan development; budgeting and spending; data gathering, analysis, and assessment; tracking milestones and deadlines, risks/actions/dependencies/decisions, and overall project status; facilitating project-related communications; and managing implementation
- Support implementation of the strategy planning process, which includes ideation, scenario design and assessment, generating alignment and buy-in, action planning and execution, and tracking and monitoring
- Serve as a strategic thought partner to Chief of Staff
- Collaborate and communicate with staff members across departments, as well as external partners and vendors, to ensure timely and cost-effective completion of projects and activities, in continued alignment with strategic goals
- Organize meetings and prepare meeting materials and other reports for various internal and external stakeholder groups, including board, orchestra, staff, artists, and civic/community leaders
- Exercise absolute confidentiality while coordinating across various groups and activities
- Maintain excellent working relationship with variety of internal and external stakeholders – e.g., LA Phil senior leadership and staff, board and orchestra members, external partners, consultants, vendors

Position Requirements:

- 3-5 years prior consulting and/or project management experience; PMP certification a plus
- Strong skills in project management, organization, information synthesis, presenting to large and small groups, and problem-solving
- Action-oriented, with ability to effectively and proactively multi-task, work both independently and collaboratively, meet deadlines, and deliver results
- Superior interpersonal skills – ability to establish and maintain open communication with senior leadership, staff, and spectrum of other stakeholders
- Advanced skills in PowerPoint, Excel, Outlook, and Word
- Exceptional business-level written and verbal communication skills

- Proven ability to be focused and flexible, responsive, resourceful, resilient, and highly comfortable with ambiguity
- Experience with large-scale and/or long-term projects desirable
- Arts/ non-profit experience and/or knowledge of LA arts and civic community a plus
- Secondary language a plus
- Dedication and commitment to engage in and promote diversity, equity, and inclusion within the staff, vendors, and within interactions with the surrounding community is a must

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.