

## **The Los Angeles Philharmonic Association is currently seeking a: Operational Strategist**

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 Operations Strategist, reporting to the General Manager, is responsible for high-level operational analysis including, but not limited to show staffing analysis and modeling (security, usher, transit, DOT deployments), transit analysis, all budgeting, project expense tracking, construction and facility fund expense tracking and development of staff training.

### **Position Elements:**

- Analyze and recommend Operational activities in coordination with Operations Managers including bus deployment, parking, facilities project reporting, event reporting, security deployment and other analysis as needed. For example:
  - Analysis of staffing models to ensure correct deployment.
  - Analyze and strategize use of parking staff, parking lot and deployment of ParkHub or additional applications in coordination with Parking Manager.
  - Analyze and strategize parking and ride/transit systems to improve efficiency and create database of information.
- Work with House manager to build schedules for seasonal deployment using current scheduling software.
- Assist with analytical information for HB Vision Plan.
- Work with Operations department managers in the preparation of project budgets and forecasts and track progress through completion.
- Responsible for creating and tracking Facility Fund expenses in coordination with GM.
- Create a log of event show reports and non-event incidents.
- Analyze merchandise sales in coordinate with HB Store.
- Create and maintain a central filing system for report documents.
- Assist with Hollywood Bowl digital archives as needed.

### **Position Requirements:**

- Strategic, organized and solution-oriented thinker with experience of analytics to understand and track results.
- A background in financial and administrative qualifications
- Detail oriented person with the ability to establish changing priorities, flexible
- Excellent written and verbal communications
- Excellent initiative and inter-personal skills
- Proficient in Excel, Power Point and financial software
- 3 years' experience in financial analysis and operational knowledge of a performing arts venue or sports venue
- Knowledge of venue best practices
- Confidence in public speaking
- Meet frequent deadlines
- Professional demeanor in dealing with challenging patrons and staff

- Work long hours and weekends through concert season as required
  - 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
  - Secondary language fluency is a plus

### **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.