

The Los Angeles Philharmonic Association is currently seeking a:
Presentations Assistant

Founded in 1919, the Los Angeles Philharmonic Association's mission is to perform, present, and promote music in its varied forms at the highest level of excellence to a diverse and large audience, both at the Walt Disney Concert Hall and the Hollywood Bowl. The Los Angeles Philharmonic Association is dedicated to continuing its pre-eminent status in the music world of the 21st century.

Position Summary: To provide a broad range of administrative support to the Vice President of Presentations as well as assist with general Presentations functions as needed by the Director of Presentations and Program Manager, Presentations.

Position Elements:

- Provide a broad range of administrative support to the Vice President including:
- Facilitate written and verbal, internal and external communications
- Coordinate meetings and oversee all arrangements for meetings
- Arrange travel and hotel arrangements as needed
- File, prepare and calculate business expenses
- Perform general office duties including but not limited to: filing, photocopying, faxing, maintaining files and records, screening calls as needed
- Assist with budgetary spreadsheets and updates as required
- Assist with Hollywood Bowl calendar scheduling including updating with presentations confirmations, lease event information, liaising with production/artistic calendar scheduler as needed
- Provide administrative support for Director of Presentations and Program Manager, Presentations and Hollywood Bowl Orchestra as needed
- Assist in the data entry of artist performance contract details into CRM, amend contract riders in conjunction with Presentations Concert Manager
- Assist with invoice processing, coding, filing
- Coordinate visas for visiting guest artists in consultation with the department as needed
- Assist in reviewing marketing and PR materials for accuracy as needed
- Assist with any and all duties as needed for shows at Walt Disney Concert Hall and The Hollywood Bowl not limited to and including: ground transportation, tickets and ticket purchases, backstage credentials, parking requests, etc.
- Provide research assistance to the department
- Obtain and disseminate information in a timely manner to general staff as required including, but not limited to, biographical information for artists, production schedules, rehearsal schedules, and general information as requested by Association staff
- Other duties and projects as assigned

Position Requirements:

- B.A. or equivalent background and experience in theatre arts, music, or related field of study
- Minimum two year administrative/secretarial experience in fast paced multi-project oriented environment; job specific performing arts/concert production experience highly desirable
- Business professional (intermediate level) writing and verbal communication skills
- Business professional level (intermediate level) desktop computing skills (Microsoft, Excel, Power Point, Filemaker, etc.)
- Demonstrable ability to consistently meet deadlines with high accuracy, attention to detail, and follow-through on all assigned tasks. Must adroitly handle many tasks simultaneously in a competent, organized manner that can be quickly/easily communicated and/or covered by another if absent or unexpectedly unavailable
- Flexibility and willingness to work overtime as required; must have schedule availability for variable week day, evening and weekend work shifts
- Must have reliable 24/7 access to reliable transportation and good driving record
- Basic understanding of accounting, budgeting and financial issues
- Above average broad knowledge and interest in a variety of musical artists, genres and repertoire strongly preferred
- Ability to work with artists, agents and managers in sensitive situations and maintain confidentiality at all times
- Demonstrable resilience and ability to handle long hours and fast pace with a positive attitude and sense of humor

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 successfully completed.

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

It is the Los Angeles Philharmonic Association's policy to provide equal employment opportunity for all applicants and employees. 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.