

## **The Los Angeles Philharmonic Association is currently seeking a: Production Assistant**

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 Production Assistant, reporting to the VP of Presentations, assists in all facets of concert/show advancing and backstage artist operations for concerts at the Hollywood Bowl, Walt Disney Concert Hall, and The Ford from approximately May 1 – October 30, and provides a broad range of support to the Presentations department.

Up to 5 positions available. Coverage of all Presentations concerts at multiple venues to be split between the production assistants, exact assignments to be determined. This is a non-regular full-time position, within May 1 – October 30. Individual start dates to be determined upon hiring.

### **Position Elements:**

- Advances concert hospitality elements with tour managers as assigned.
- Provide production assistance as required for concerts and events, including extensive hospitality and catering/dressing room needs/setup for artists per the contract riders; tickets and parking pass requests; complex artist ground transportation schedule, hotel arrangements; and extensive “runner” responsibilities.
- Assist office with ticketing and parking requests from artists, agents, managers, vendors and outside parties needing special handling.
- Act as first point of contact for touring groups and liaise with tour manager all day to secure all needs – production assistant is first person onsite, last person to leave
- Attend Hollywood Bowl Orchestra services and concerts as needed and distribute parking passes and tickets to Orchestra members at rehearsals, as well as other rehearsal/concert duties as assigned.
- Assist with and coordinate check-out of music to Hollywood Bowl Orchestra musicians.
- Provide scheduling assistance – scheduling meetings, organizing conference rooms.
- Provide administrative support, general and research assistance: screen calls as needed; maintain office files; draft correspondence; arrange courier services; assist with contract administration; collect info from artist reps and agents; draft production schedules; etc.
- Obtain and disseminate information 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:**

- Must be available to work full-time from approximately May 1 – October 30.
- Hours: Monday – Friday, 10:00am – 6:00pm, plus evenings and weekends as needed for rehearsals/concerts/shows.
- Must be extremely detail-oriented and highly organized, with excellent follow-through
- Previous Concert production background and experience required
- Tour Manager experience desired
- Must be able to work with/communicate with artists, agents and managers in sensitive situations
- B.A. (or equivalent background and experience) desired
- Minimum one year administrative experience
- Exceptional, professional and clear writing and verbal communication skills
- Strong word processing, spreadsheet and general computer skills (Microsoft Office, Word, Excel, Outlook, etc.)
- Ability to meet deadlines, organize and priorities duties efficiently, and focus on many tasks simultaneously and in detail
- Basic understanding of accounting and financial issues
- Prefer a general knowledge and interest in a variety of musical artists, genres, concert production
- Ability and desire to work long hours as required; flexible schedule
- Must own a reliable car and have clean driving record
- Must be able to purchase and handle alcohol
- Resourceful and forward-thinking problem solver. Customer service oriented in all industry and interoffice interaction.
- Resilient, indefatigable, positive attitude
- 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.