

The Los Angeles Philharmonic Association is currently seeking a: Production Associate

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 Associate, reporting to the Director, Production, provides logistical and administrative support to the Production Team in the producing and management of all concert presentations.

Position Elements:

- Support Production team members during Concert prep and on stage production/performance as needed
- Work closely with Production Administrator to standardize documentation processes and the coordination of communication with other departments, vendors and other constituents.
- Create and distribute weekly production schedule for the crew at Walt Disney Concert Hall, The Ford, and Hollywood Bowl (LAPA Venues) as assigned
- Complete and archive Photo and Video Documentation Waiver paperwork, and credentialing as requested
- Upload Production assets into Clark
- IT Content Manager for Production Team
- Assist with tours as assigned
- Order supplies as needed
- Manage special events as assigned
- Coordinate and order crew meals at LAPA Venues as assigned
- Process hire paperwork for union stagehands
- Coordinate WDCH parking for all visiting production staff vendors and contractors
- Distribute WDCH backstage credentials to crew, visiting vendors, plus other departments as requested
- Act as WDCH seat kill liaison with the box office
- Update and distribute production emergency protocols for the WDCH
- Communicate with department heads regarding crew needs for WDCH stage, Choral hall, Upbeat Live, Founders and other ancillary spaces
- Attend production meetings, take production notes for WDCH and distribute
- Create, maintain and distribute individualized production use schedules; amplification, projection; piano; organ; harpsichord for WDCH

Position Requirements:

- Strong skills in organization, information synthesis, and problem-solving
- Ability to be detail oriented, multi-task and work efficiently on multiple projects at once
- Skilled in PowerPoint, Excel, Outlook, and Word
- Excellent written and verbal communication skills
- Ability to work both independently and collaboratively and to take ownership over projects and systems under their management
- Stage Management or other Production experience in performing arts

- 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.