

The Los Angeles Philharmonic Association is currently seeking a: Program Coordinator – YOLA at Torres

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:

YOLA is Music and Artistic Director Gustavo Dudamel's signature program. YOLA was inspired by El Sistema, the music education system which provides young people with free musical instruments and intensive musical instruction in Venezuela. Central to YOLA's mission is the promotion of healthy growth and development through the study, practice and performance of music. Simultaneously, YOLA positively invests in each child's development as a musical ambassador of peace, hope, and understanding amongst a diverse population of cultures, backgrounds and beliefs. YOLA currently serves more than 1,500 elementary, middle, and high school students throughout Los Angeles.

YOLA at Torres is the third site in the YOLA initiative, currently serving more than 180 students from the local area. YOLA students participate in 11-13 hours of musical instruction per week. Each student has a rich music curriculum, focused on cultivating a cooperative, respectful and thriving musical community. YOLA at Torres curriculum includes full orchestra, small and large ensembles, sectionals, chorus and musicianship, music theory, technique classes, and academic tutoring. All instruments and program costs are free to all participating students if they uphold their contract to handle instruments with the utmost of care, practice their music, and participate in all YOLA at Torres music programming and academic tutoring Monday-Thursday and Saturdays. Most YOLA at Torres students live and attend school in East LA.

Position Summary:

The YOLA at Torres Program Coordinator, under the supervision of the YOLA at Torres Program Manager, provides support and leadership for all YOLA at Torres programming and events, aiding in the overall administration of YOLA at Torres. This includes helping support operations, personnel, production, scheduling, and communications for the site. The Program Coordinator is expected to have strong leadership, professional and administrative skills, and to be comfortable communicating with a wide range of constituencies including parents, students, and partner organizations.

Position Elements:

Operational:

- Coordinate daily operations, including schedule changes, ensemble rehearsals, student sign in/sign out, and set up and break down of programming
- Assist with program evaluation and assessment
- Coordinate instrument and classroom inventory

- Assist with processing invoices
- Support professional development of staff and teaching artists

Coordination:

- Coordinate special events, concerts, and field trips
- Assist teachers, students, and parents/guardians during programming
- Assist with recruitment of new students
- Coordinate student enrollment and attendance
- Support the hiring of YOLA at Torres staff and teaching artists

Communication:

- Coordinate music repertoire for multiple ensembles
- Coordinate communications with parents, students, teachers, and staff
- Assist with leading meetings for students, parents/guardians, teaching artists and staff
- Coordinate newsletters, flyers, and general correspondence with internal and external stakeholders

Interacts with:

- YOLA at Torres students, parents/guardians, teaching artists and staff
- Esteban E. Torres staff, teachers, and students
- Community partners
- Learning department, LA Phil
- Other YOLA site staff, teaching artists, and students
- Internal and external stakeholders

Position Requirements:

- This position will include frequent evening and weekend responsibilities.
- Ability to prioritize workload and be an efficient and effective worker
- Ability to work in a fast-paced environment in a self-directed way
- Fluency in all Microsoft suites components and remote working tools (Slack, Google, Zoom, etc.)
- Strong organizational skills; detail oriented
- Stand in for the YOLA at Torres Program Manager during programming in their absence
- Ability to work effectively and respectfully with a wide range of constituencies in a diverse community
- Superior written and verbal communication skill
- Other projects and duties as assigned, which could include but are not limited to supporting YOLA cross-site initiatives and related communications

Position Preferences:

- College education in music performance, education, administration, human services or social work, or equivalent work experience in one of these fields
- Previous administrative and leadership experience
- A love for and knowledge of music (orchestral and/or choral)
- Strong commitment to El Sistema's philosophy of social justice
- Bilingual in English and Spanish
- 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.

