

The Los Angeles Philharmonic Association is looking for a Programming Manager, Presentations

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:

The Programming Manager, Presentations, reporting to the Director, Presentations, will assist in the booking, producing and managing of Los Angeles Philharmonic Association-produced programs and festivals across three venues – the Ford Theatre, Hollywood Bowl, and Walt Disney Concert Hall - with a focus on jazz programming.

Position Elements:

- Work with Presentations Department to book, produce, manage and/or contribute jazz concerts as well as pop, rock, folk, and contemporary concerts, to Presentations concerts at the Ford Theatre, Hollywood Bowl, and Walt Disney Concert Hall
- Work with LA Phil Production Department on all aspects of production and other show-related matters/duties for Presentations concerts at all three venues, as needed and/or assigned
- Work with Presentations Department to book/produce/manage and/or contribute to other concerts, special events, and projects including: Festivals; Openings; Education and Community concerts and events; Green Umbrella; etc.
- Schedule and attend all rehearsal and concert services – including working weekends and evenings – for assigned concerts/events
- Work with the Presentations Department on contract initiation, progress, and execution with the LA Phil's Staff Attorney and Paralegal
- Work with Presentations Department to prepare artist settlements with Accounts Payable department, including tax information/documents, deductions, reimbursements, and buyouts
- Work closely with Marketing/PR departments on presentations, events, and campaigns for all concerts as needed
- Attend shows, concerts, conferences, meetings, festivals, etc., for artist discovery/investigation, and research, industry and cultural identification, outreach, and development
- Work with Presentations Department to develop opportunities for Education (Learning) Department, including concerts, partnerships, public relations, and other projects. Assist in the implementation of initiatives.
- Maintain relationships with agents, managers, outside producers, and vendors
- Collaborate with Presentations team in oversight of all advance planning for all assigned concerts/events, including ticketing, travel, and accommodations for guest artists, catering/hospitality, and ground transportation arrangements. Prepare P&Ls and other budgets for concerts and events as needed and requested. Code, route, and log vendor invoices as needed

- Draft marketing copy as needed, and coordinate with Concert Manager on Marketing/PR routings for artist in consultation with Director, Presentations, Program Manager, Pops and the Concert Manager, coordinate approval of marketing materials for Presentations Department concerts with artist representatives
- Other duties and projects as assigned

Position Requirements:

- Arts, Music, Concert Production or related field of study, or equivalent background and experience
- Comprehensive knowledge of jazz and jazz-related artists and concert histories, as well as pop, rock, folk, and contemporary music
- Minimum three-years professional experience in concert booking and production, with some supervisory experience, including, but not limited to pop/rock/jazz/songbook concerts, orchestral concerts, ballet/dance, speakers, comedy, opera/theatrical productions, film screenings, artist workshops, etc.
- Ability to work effectively and collaboratively with artists, musicians, creative staff, and production team/crew.
- Business professional level (exceptional) writing, emailing, verbal, and interpersonal communication skills. Business professional level desktop computing skills (Microsoft Word, Excel, Powerpoint, etc.).
- Ability to meet deadlines in a timely manner, and to focus/multitask on many projects simultaneously.
- Must be self-motivated, resourceful, and confident in managing project timelines, prioritizing tasks, following-up, and execution.
- Creative thinker with strong problem-solving skills.
- Business professional level understanding of accounting/financial/budgeting processes.
- Must possess above average professional knowledge of music, artists, and repertoire.
- Must be extremely detail oriented, adaptive, and resilient with the ability to plan ahead for contingencies and respond quickly as needed.
- Must be able available to work weekends and evenings for all rehearsals, performances, and events

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.