

## **The Los Angeles Philharmonic Association is currently seeking a: Public Relations Coordinator**

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:**

To work, in tandem with the rest of the Public Relations staff, as a liaison between the LAPA and the media in order to promote the Los Angeles Philharmonic and all Association events and activities. These include the LA Phil's Winter season at Walt Disney Concert Hall, the Summer seasons at the Hollywood Bowl and The Ford, the Beckmen YOLA Center, special series and concerts, run outs, tours and internal initiatives. To support the members of the department as requested.

### **Position Elements:**

- Monitoring all media coverage, including online and physical publications, preparation and filing of press clippings for circulation and archival storage. Preparation of special press clipping books for various projects and Board Meetings as required. Maintaining periodicals.
- General office duties including, but not limited to: placing, receiving, routing phone calls; filing, photocopying, maintaining files and records, etc.; email management for the department, etc.
- Bill coding for all PR invoices, to be signed by Director of Public Relations
- Attend weekly departmental staff meetings and other meetings as assigned.
- Internal liaison with artist representatives as needed to maintain artist information files including but not limited to procuring biographies and photographs.
- Research and gather information for first drafts of press releases, media alerts, biographical information and other written material as assigned.
- Update the Press Section of the Associations three websites.
- Manage the internal SharePoint document system and Clark photo management system on behalf of the department.
- Arrange and coordinate photo and video shoots for all LAPA venues including requests from outside parties, as assigned.
- Attend concerts and handle photo duty as LAPA representative for all LAPA venues as assigned.
- Build and facilitate relationships with the media and outside contacts, interfacing with professionalism and efficiency.
- Manage event logistics for galas, press conferences, press receptions, Walt Disney Concert Hall, Hollywood Bowl, The Ford and Beckmen YOLA Center events and miscellaneous events as needed.
- Accommodate ticket requests, venue parking for the media and confirmations.
- This role may have the opportunity to manage their own press campaigns under supervision, depending on the experience and interest and when it does would require planning, pitching and placing stories in local and national print, broadcast and electronic media outlets (and international where appropriate).
- Maintain confidentiality of sensitive institutional information.
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### **Position Requirements:**

- General music knowledge required and a desire to work with musicians.
- One/two years previous agency, arts organization or equivalent experience.
- Experience with database systems an advantage including Constant Contact.
- Creative, innovative thinker with an excellent sense of local and national media.
- Good writing and communication skills.
- Strong organizational skills and attention to detail.
- Good team player but also self-motivated, use initiative.
- Good knowledge of social media and best practices.
- Ability to multi-task.
- Able to work some nights and weekends.
- Candidates must have access to reliable transportation to travel between multiple locations.
- Computer literate.
- Bachelor's degree in related field.
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- 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.