

## **The Los Angeles Philharmonic Association is currently seeking a: Records Manager for SharePoint Migration**

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 selected candidate will work closely with the LA Phil Archives Director to develop a records management plan for the organization as well as create and document record keeping requirements and operating procedures in accordance with industry best practices. One of the key responsibilities of the Records Manager for SharePoint Migration will be to consolidate the separate Records Retention Schedules, produced independently by Archives and Legal in the past 2 years, to determine what business content needs to be migrated for active use in SharePoint and what needs to be deleted and/or archived. In addition to consolidating two separate Record Retention Schedules and publishing a unified records Retention Policy document, this candidate will also be involved in the implementation of said Policy working across functions as the organization migrates its legacy files to SharePoint Online environment.

### **RESPONSIBILITIES**

- Responsible for developing and documenting a Standard Operating Procedure (SOP) which determines the disposition of existing records, files and repositories in accordance with the organization's broader Information Governance Program
- Work with an internal network of Intranet Content Managers embedded in each department across the organization; provide support for each Content Manager in facilitating the content migration within their area of responsibility
- Review existing records retention plans for each functional area & revise as necessary to include born-digital and digitized records
- Analyze stakeholders' needs to develop a plan to migrate content from local drives to SharePoint including requirements specification; research and evaluate available automation tools that improve the ability to manage, access and use legacy files
- Recommend workflows and systems to manage electronic records and email
- Identify file storage management & file naming/filing strategy
- Develop workflows, automations and other powerapps to improve project delivery and artifact management
- Coordinate transfer, retrieval, & destruction services for the LA Phil records, managing records metadata and creating an audit trail to document the movement of institutional records through their lifecycle
- In consultation with the Archives Director, develop and deliver training on records and records management related topics to drive awareness and promote compliance with records and

information management policies throughout the organization; integrate such policies into onboarding protocols

- In addition to developing and delivering staff training, create and maintain other documentation such as user guides, quick guides and other types of training materials; help with related change management efforts
- Monitor compliance with established offboarding processes to ensure the retrieval and preservation of information assets
- Troubleshoot and provide end-user support for relevant aspects of SharePoint for the duration of the project
- Develop and manage a robust schedule to meet deliverables

### **Position Requirements:**

- ALA-accredited Master's Degree in Library Science or Information Science, with an emphasis in Archives and Records Management
- At least 3 years of Archives and Records Management experience and familiarity with current records management standards & best practices
- At least 3 years of experience with SharePoint administration including data migration
- Advanced knowledge and experience working with structured, semi-structured, and unstructured data
- Experience implementing and managing large-scale projects including execution of all-inclusive Records Retention Policies covering digital as well as physical records
- Experience working independently to ensure timeliness and quality of work, managing client interactions and reporting process/issues
- Experience managing records within file storage management systems
- Ability to manage multiple priorities and tasks and to work effectively, both independently & collaboratively, in a dynamic and fast-paced environment
- Excellent interpersonal, problem-solving, organizational skills with a positive customer service orientation • Superior interpersonal and communications skills, including the ability to converse informatively with management and non-technical staff about records management issues
- Advanced skills in the use of Microsoft Office suite: Word, Excel, PowerPoint, Outlook, Visio etc.
- Familiarity with collections management databases and digital asset management systems
- Commitment to diversity, equity, & inclusion and the needs of serving a diverse population

### **PREFERRED EXPERIENCE**

- Previous experience developing apps for SharePoint Online and creating and configuring SharePoint intake workflow applications
- Experience in implementing Electronic Records Management Solutions
- Broad knowledge of information management and protection laws, regulations and best practices
- Experience training others in a professional setting
- A risk management mindset with strong attention to detail
- Certified Records Manager preferred 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.