

## **The Los Angeles Philharmonic Association is currently seeking a: Scheduling Manager**

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 Scheduling Manager, reporting to the Director, Production, collaborates with all Programming Departments, Venue Operations, Production, Learning, and other internal and external constituents to ensure clear, timely, accurate, and efficient scheduling communication across the Association and its four venues.

### **Position Elements:**

- Provide scheduling support to Artistic Planning, Presentations, Learning, The Ford, etc in the advance planning and programming for performance seasons in all LAPA Venues.
- Act as primary administrator of Clark PM, the bespoke scheduling and project management module within the LA Phil digital asset management system, Clark.
- Maintain and manage the central calendar in Clark PM and the sub calendars it feeds within the system.
- Ensure accurate schedule tracking and serve as the central scheduling resource for all LAPA activities in Walt Disney Concert Hall, Hollywood Bowl and The Ford.
- Coordinate with Facility Manager and other staff at the Beckman YOLA Center to ensure seamless integration between that facility's scheduling system and "Clark"
- Ensure synch accuracy between Orchestra Rehearsal Schedule on Google calendar and the central Clark calendar system.
- Provide Association Calendar updates to LA Phil staff and pertinent external constituents
- Act as main scheduling liaison with The Music Center.
- Act as main scheduling liaison Los Angeles Master Chorale.
- Generate and oversee rehearsal room schedules.
- Support Production Administrator and Production Associate in the creation and distribution of weekly production schedule for the stagehands in all LAPA Venues.
- Work with Artistic/ Philanthropy/Learning identifying dates for invited audiences at rehearsals, special events in LAPA venues, board meetings, etc.
- Schedule Production meetings.
- Advise on improvements and efficiencies in the continued refinement of the Clark PM system

### **Position Requirements:**

- Strong skills in organization, information synthesis, and problem-solving
- Ability to be detail oriented, multi-task, meet deadlines, and deliver results
- Skilled in PowerPoint, Excel, Outlook, and Word
- Experience with digital asset management and/or calendaring systems a plus
- Excellent written and verbal communication skills
- Ability to work both independently and collaboratively and to excel under pressure
- 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 preferred

### **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.