

**The Los Angeles Philharmonic Association** is currently seeking a:  
**Seasonal Publicity Assistant**

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 Seasonal Publicity Assistant will help the Los Angeles Philharmonic Public Relations team publicize the Hollywood Bowl and The Ford 2021 summer seasons. The Publicity Assistant will learn the basics of public relations at one of Los Angeles' largest non-profit organizations, and two of the world's most iconic live music venues.

**Position Elements:**

- Writing of press releases and other press materials
- Coordinating distribution of above materials to various local, national, and international media outlets
- Onsite concert duty, including escorting news cameras
- Assist with press ticket distribution and parking confirmations
- Distributing and maintaining record of press clippings
- Database and artist file maintenance
- Coordinating photo distribution to media outlets
- Assist in creatively pitching story ideas to relevant news outlets

The Seasonal Publicity Assistant will be required to work both remotely and also at the Hollywood Bowl and The Ford when the LA County Health regulations allow.

The position will involve activity between The Ford and Hollywood Bowl sites, we ask that you have a clean driving record and access to reliable transportation due to the commute between the 2 venues. We will reimburse your mileage for travel between the two sites during the regular course of business and cover your parking at both sites.

### **Position Requirements:**

- Strong organizational, communication, writing and social skills
- Clean driving record and access to reliable transportation
- Ability to manage multiple tasks
- Have an interest and/or knowledge of music/performing arts
- This is an ideal position for a journalism, communications, marketing/PR, or arts administration major
- Night/weekend work is required
- Ideal candidate will have both written and spoken fluency in both English and Spanish
- Position will run July through September
- 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.