

The Los Angeles Philharmonic Association is looking for a The Ford Intern

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 Ford Intern, reporting to the Director, The Ford, provides a broad range of administrative support to the Director, The Ford, as well as assists with venue needs and regular communications with the Hollywood Bowl Operations Team. This role will support learning in cross departmental management working with Marketing, Programming and Operations.

Position Elements:

- Provide a broad range of administrative support to the Director, The Ford including:
 - Coordinate meetings
 - Assist with budgetary tracking spreadsheets
 - Assist with the venue calendar management for Auxiliary Spaces
 - Facilitate written and verbal, internal and external communications
 - Perform general office duties, including but not limited to: filing, photocopying, maintaining records
 - Assist in reviewing materials for accuracy as needed
 - Coordinate with IT needs for the team
- Day of show: provide Artist/event support as needed to the Concert Managers and programmers. May include photography escorting, event activation leads, backstage support, etc.
- Support Director as a liaison of strategic partnerships and community partners onsite needs
- Research liaison working with Marketing around constituent survey results and data collection
- Serve as a liaison for Social Media team and/or producing partners when required, including scheduling check-in phone calls and communications, reminding them of important deadlines.
- Assist in reviewing marketing and PR materials for accuracy as needed
- Provide research assistance to the department
- Other duties and projects as assigned

Position Requirements:

- Must be highly organized, accurate, and detail-oriented
- Must be reliable, focused, and self-motivated
- Must be able to multi-task and meet deadlines
- Should possess strong oral and written communication skills
- Must be computer literate (Word, Excel, Outlook, Internet)
- Passion for music and the arts is a plus
- Ability to maintain confidentiality and handle sensitive situations with excellent judgment and discretion and handle sensitive situations with excellent judgment and discretion
- Secondary language fluency a plus
- 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

This internship is sponsored by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission. 132 undergraduate interns will participate in the program this year at 119 performing, presenting, and literary nonprofit arts organizations and municipal arts agencies throughout LA County. In addition to their full-time 10 week paid internship, interns will participate in educational events as part of the program, which is funded by the Getty Foundation. The educational events are designed to provide interns with a broader perspective of the vibrant arts and cultural landscape of the County. For additional information on the Los Angeles County Arts Commission, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Arts Commission website at www.lacountyarts.org.

How to apply:

Please email resume and cover letter to Human Resources at applicant@laphil.org with the subject line: The Ford Intern.

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.