

The Los Angeles Philharmonic Association is currently seeking a:
Manager, Learning

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 Manager, Learning, reporting to the Associate Director, Learning, is responsible for supporting the work within LA Phil's Learning department. This role implements programs and projects that are assigned to, including but not be limited to: concerts and festivals for families and students at Walt Disney Concert Hall, the Hollywood Bowl, and the Ford Theatres; programs for young musicians – school orchestras, bands, individual musicians, and young composers; pre and post concert events and talks/stand alone adult music education such as Music 101 as well as YOLA (Youth Orchestra Los Angeles) initiatives. This position works in collaboration with three other Managers across the Learning Department.

Projects will be built into an annual workplan, which will be assessed monthly so that the Learning Team can remain flexible as programs, projects, and tasks change even within a season. Learning Managers will work collaboratively, as the many projects comprise full programs and the success for individual programs rely on efficient and successful inter-dependent work of the Managers.

Position Elements:

- Oversee the project design and development within some of the following programs: LA Phil concerts for youth, programs for young musicians and composers, pre or post concert learning, YOLA National, Learning media and technology projects
- Identify, negotiate, and engage with appropriate artists, individuals, and organizations with whom the Learning Department works with on projects (such as performing artists, teaching artists, LA Phil musicians, vendors, schools, youth orchestras, etc.), including working with the HR and Legal departments to create hiring and contracting processes and strategies
- Develop, manage, and maintain systems appropriate for project management such as schedules, databases/lists, production, and event running orders.
- Create and maintain detailed documentation on projects for purposes of program assessment, the development of program standards and procedure, etc.
- Produce small and large-scale events; interfacing with other departments and assigning staff or vendors as needed
- Plan and facilitate effective and productive meetings
- Prepare and collaborate on communications such as PowerPoint presentations, newsletters, presentation talking points, and information for web, social media, development, press, and marketing
- Manage and track department expenses; contribute and report updates for the annual budget development and quarterly forecasts
- Speak publicly on behalf of the LA Phil's Learning department and its programs as a presenter, a tour guide, and as a host of events
- Process expense reports and invoices; work with Finance to ensure accurate and timely payments to employees, individuals, vendors, and partner organizations

- Other duties as assigned, including but not limited to assisting Learning and Community staff as needed, supporting company-wide learning and community initiatives and related communications, pre-concert and concert duty, etc.

Position Requirements:

- A minimum of 2 years experience working in the field of arts administration with a focus on music education
- Four-year undergraduate degree with a focus on music performance, music theory, or equivalent experience preferred
- Impeccable and proven track record of superior customer service
- Highly organized, detail-oriented, with excellent time management skills
- Professional proficiency in Microsoft Office Suite, including PowerPoint
- Excellent communication (verbal and written) and interpersonal skills, with ability to work effectively with all levels of staff and external partners, across a wide ranges of constituencies in a diverse community
- Knowledge of orchestral music and music reading skills
- Works well in high-pressure, fast-paced corporate environment
- Passion for working in underserved communities
- Experience working with teaching artists, parents, and young musicians from diverse backgrounds and from underserved communities
- Spanish language proficiency preferred
- Ability to work weekends and evenings as needed

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.

