

## The **Los Angeles Philharmonic Association** is looking for a **Production Assistant**

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 Production Assistant, reporting to the VP, Presentations, assists in all facets of production for concerts at the Hollywood Bowl from approximately May 1 – September 30, and provides a broad range of support to the Presentations department.

Up to 3 positions available. Coverage of all Presentations concerts to be split between the production assistants, exact assignments to be determined. This is a non-regular full-time position, from approximately May 1 – September 30.

### **Position Elements:**

- Provide production assistance as required for concerts and presentations, including tickets and parking passes; extensive hospitality and catering/dressing room needs/setup for artists per the contract riders; complex artist ground transportation schedule, creative problem solving, customer service, and assistance in other artist liaison issues; hotel arrangements; and some “runner” responsibilities.
- Provide administrative support, general and research assistance: screen calls as needed; maintain office files; draft correspondence; arrange courier services; assist with contract administration; collect info from artist reps and agents; draft production schedules; etc.
- Assist office with ticketing and parking requests from artists, agents, managers, vendors and outside parties needing special handling.
- Attend Hollywood Bowl Orchestra services and concerts as needed and distribute parking passes and tickets to Orchestra members at rehearsals, as well as other rehearsal/concert duties as assigned.
- Assist with and coordinate check-out of music to Hollywood Bowl Orchestra musicians. For each concert series, take music from office to first Orchestra rehearsal as needed.
- Provide scheduling assistance – scheduling meetings, organizing conference rooms.
- Obtain and disseminate information to general staff as required, including (but not limited to): biographical information for artists; production schedules; rehearsal schedules; and general information as requested by Association staff.
- Keep an up-to-date ledger of department expenses and invoices in coordination with Director, Presentations.
- Other duties and projects as assigned.

### **Position Requirements:**

- Must be available to work full-time from approximately May 1 – September 30. Hours: Monday – Friday, 10:00am – 6:00pm, plus evenings and weekends as needed for rehearsals/concerts/shows.
- Must be extremely detail-oriented and highly organized, with excellent follow-through
- Previous Concert production background and experience required
- Tour Manager experience desired
- B.A. (or equivalent background and experience) desired
- Minimum one year administrative experience

- Exceptional, professional and clear writing and verbal communication skills
- Strong word processing, spreadsheet and general computer skills (Microsoft Office, Word, Excel, Outlook, etc.)
- Ability to meet deadlines, organize and priorities duties efficiently, and focus on many tasks simultaneously and in detail
- Basic understanding of accounting and financial issues
- Prefer a general knowledge and interest in a variety of musical artists, genres and repertoire
- Knowledge of and interest in concert production
- Ability and desire to work long hours as required; flexible schedule
- Must have reliable transportation and a clean driving record
- Must be able to purchase and handle alcohol
- Ability to work with artists, agents and managers in sensitive situations
- Resourceful and forward-thinking problem solver. Customer service oriented in all industry and interoffice interaction.
- Resilient, indefatigable, positive attitude

**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