

## The Los Angeles Philharmonic Association is looking for a Production Associate, The Ford (Part Time)

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 Associate, The Ford, will work with the Production Administrator and Associate to produce and manage all concert presentations at The Ford

### **Position Elements:**

- Assist the Production team in disseminating any information, production needs, or instructions to the Crew as needed before and during performances
- Compile, create, and distribute show schedules and daily information for stage crew
- Coordinate and distribute information for production and artistic staff as needed, including day-of show schedules, set lists, etc.
- Coordinate and distribute Crew parking memos and passes as well as visiting vendors and guests
- Distribute backstage credentials to crew, visiting vendors, plus other departments as requested
- Create and distribute timing sheets for concerts. During concerts, keep timings, finalize, and distribute to necessary departments after the performance
- When the Media Archive Staff are not working a performance - coordinate visiting photographers with promoter and provide instruction on appropriate photo locations
- Complete and archive Photo and Video Documentation Waiver paperwork and credentialing
- Liaise with Operations Staff and oversee the fulfillment of show-specific needs per department
- Manage, maintain, and order Crew, Stage, and Backstage supplies as needed
- Order and coordinate crew meals and distribute Meal Tickets as needed
- Maintain and notify proper departments for fixes and updates regarding facilities
- Work with Security Team (CSC) to coordinate any specific artist requests, day-of show needs, and advise on where best to locate their staff
- Open Backstage and Stage Work Areas each day for Crew and Production to begin work. Close and lock after all work is done and visiting artists have left
- Notify Custodial staff of all cleaning needs from stage and Production departments whether in dressing rooms or shared spaces
- For Production Meetings, coordinate table/chair set-ups with crew; attend production meetings, take production notes and distribute
- Assist Production Administrator and Associate with all other duties as required

### **Position Requirements:**

- Must be available to work evenings, weekends, and holidays as needed for rehearsals, concerts, and shows

- Must be extremely detail-oriented, highly organized with excellent follow-through, and customer service oriented
- Previous concert production background and experience a plus
- 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
- Resourceful and forward-thinking problem solver
- Ability to maintain confidentiality and handle sensitive situations with excellent judgment and discretion when working with artists, agents, managers, and crew in sensitive situations
- Able to lift up to 30 pounds
- Second language fluency a plus

**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.