

The **Los Angeles Philharmonic Association** is looking for a
Shopper/Runner 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 Shopper/Runner Production Assistant, reporting to the VP, Presentations, coordinates with all Seasonal PAs and the Presentations team regarding hospitality and other duties as assigned for each of our shows this upcoming season.

Position Elements:

- The Shopper/Runner Production Assistant will manage all “runner” responsibilities on each show day including but not limited to:
- Shop for all dressing room hospitality needs for rehearsals and show-days.
- Set up and tear down all dressing rooms and staff offices for show days/rehearsals etc.
- Run errands and lunch runs as assigned Monday – Friday and on show days.
- Manage and organize inventory of non-perishable hospitality, sponsor beer/wine, etc. in our on-site Bowl hospitality storage throughout the season.
- Additional “runner” responsibility as assigned by day-of-show tour managers for some artists/bands.
- Managing spending for shopping, and expenses on an assigned company credit card, and reconciling all spending (organizing your receipts).
- Expense reports (including mileage reimbursement for all your runs).
- Ability to lift 20 pounds and drive for extended periods.
- Other duties and projects as assigned.

Position Requirements:

- Must have reliable transportation and a clean driving record
- Ability to manage time for shopping outside the office for all hospitality as coordinated/advanced with Seasonal PAs,
- Desire to be the first in/last out on site for show setup/load-out with the PAs,
- Attend in-office hours as assigned and for team meetings etc.,
- Work all Presentations Hollywood Bowl shows from June 8 – September 30 (with possibility for a few shows in first weeks of October).
- Open availability required, including nights and weekends (this position works almost every one of our shows).

This position averages 40 – 60 hours per work week.

Hire date: Week of June 3.

End Date: Week of September 30

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