



### **Program Manager, Civic Strategies & Partnerships TMC Arts**

As L.A.'s premiere performing arts destination, The Music Center convenes artists, communities, and ideas with the goal of deepening the cultural lives of every resident in Los Angeles County. The \$70 million non-profit performing arts organization has three divisions: TMC Arts, TMC Ops and TMC Business Services. TMC Arts, The Music Center's programming engine, provides year-round programming on Jerry Moss Plaza; outside at Gloria Molina Grand Park, a 12-acre adjacent green space; in schools and neighborhoods all over Los Angeles County; and inside The Music Center's four theatres, which include Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum. TMC Arts provides free and low-cost public concerts and events, as well as K-12 arts learning programs, workshops, performances, interactive experiences and special events, and hosts an annual series of performances and other events by internationally-known dance companies. TMC Ops manages the theatres, the plaza and Gloria Molina Grand Park, which together comprise \$2 billion in county assets, on behalf of the County of Los Angeles. TMC Business Services includes Advancement, Human Resources, Finance, IT and Marketing and Communications. The Music Center is also home to four renowned resident partners—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

#### **Position Summary:**

We are seeking an experienced arts administrator and cultural producer for the position of Programs Manager, to join the Civic Strategies & Partnership team. The Civic Strategies & Partnerships department is part of TMC Arts, the programming division of The Music Center. Civic Strategies & Partnerships leads cross sector collaborations with civic entities and oversees the strategic development and implementation of a partnered approach to TMC Arts programming in fulfillment of its mission. Reporting to the Senior Director of Civic Strategies, the Program Manager will manage and implement public projects that engage Los Angeles County residents and respond to relevant civic needs and opportunities through artist and organizational partnerships.

#### **Key Responsibilities:**

- Develop, manage and implement projects within the portfolio of the Civic Strategies & Partnership Department including Dance Downtown LA (DDTLA), the Los Angeles County Holiday Celebration and other civically focused partnered activities.
- Plan, manage and facilitate the artist outreach, professional panel-based artist selection process, and artist and partner management in the execution of the annual Los Angeles County Holiday Celebration.
- Communicate and cultivate relationships with new and existing artists, public sector, community and organizational partners in the execution of work duties.
- Identify and develop opportunities for civic partnerships, informed by needs, opportunities, mutual goals, and community dynamics in collaboration with partners and manage and implement partnered activities.
- Communicate and collaborate with internal TMC Departments from project development and outreach through implementation and evaluation on.
- Contract administration for assigned programs: Support General Manager with negotiation



and creation of complex individual artist/contractor agreements and directly contract, negotiate and manage other artist/contractor agreements following the established TMC contract language and procedures for legal approvals. Communicate contracts to the Finance Department and provide required documentation for payment processing.

- Work closely with TMC project teams on event implementation including, but not limited to project-based research, project planning, aligning work with TMC Arts Impact Measurement framework, managing artist, vendor and partner contracts, tracking payments, drafting and maintaining project budgets, and implementing evaluation methods.
- Event-related on-site management includes set-up/take-down, artist, vendor and partner management, serving as co-lead point of contact with TMC Arts Producing Department, drafting program as well as talking points and supervising temporary staff, if needed. Event-related on-site management occurs on evenings and/or weekends.
- The Program Manager facilitates assigned project meetings, attends all job-relevant meetings and participates in all TMC Arts All Staff (“All Stars”) meetings and trainings, functioning as a division team member supporting and working in collaboration with the Civic Strategies & Partnership Department.
- This position may help to plan and organize division-wide peer learning opportunities and may participate in TMC’s Diversity, Equity, Inclusion and Access Committee efforts.
- Works evenings, weekends, and holidays as needed.
- Other duties as assigned.

**Qualifications:**

- Bachelor’s degree;
- Minimum of three years of relevant experience of work in cultural programming and community engagement;
- Solid knowledge of current civic, community-based and/or public arts programming practices with ability to apply these to project design, partner outreach and implementation;
- Excellent facilitation and interpersonal skills to work effectively with a wide variety of staff, the artist community and public sector colleagues;
- Ability to work both independently, proposing new approaches to existing systems, and collaboratively, forming solid relationships;
- Ability to successfully develop and maintain professional relationships including support organizations and public agencies;
- Ability to efficiently manage time and workload including planning, prioritizing, organizing, follow-through on a variety of tasks, assignments, projects and reports;
- Adept at problem solving and responding to event needs in real time;
- Good working knowledge of Microsoft Office suite and databases;
- Commitment to excellence in publicly engaged art practice; and
- Ability to effectively represent the organization and its mission.

**Pay Range:** \$68,000/year - \$73,000/year . Compensation package includes medical, dental and vision plans, welfare benefits, paid vacation and sick days, and 401(k) plan with employer contribution.



This is a full-time, exempt position. The weekly administrative schedule is 35 hours per week, approximately 9-5 M-F, with adjustments to accommodate special events and activities. Currently the TMC Arts staff practice a hybrid weekly schedule and work onsite, in-person for weekly meetings and live events.

**Vaccination Policy:** Vaccination Policy: The Music Center requires its employees to be vaccinated against COVID19, subject to certain exemptions as required by law. New hires working at The Music Center must be fully vaccinated against COVID-19, receiving either the primary 2-dose or 1-dose vaccine. At the Music Center, fully vaccinated is defined as 14 days after receiving the second dose of the 2-dose vaccine (Pfizer or Moderna) or 14 days after receiving the 1-dose vaccine (J&J). Please contact The Music Center's Human Resources Department for a copy of the vaccination policy.

To apply, please click [here](#).

Please submit a cover letter and resume. Incomplete submissions will not be considered.

**EQUAL OPPORTUNITY EMPLOYER**