



Operations Senior Coordinator, Gloria Molina Grand Park

As L.A.'s premier 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 inside The Music Center's four theatres, which include Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum; 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 on a digital platform called The Music Center Offstage. TMC Arts presents world-class dance with Gloria Kaufman Presents Dance at The Music Center, free and low-cost public concerts and events, as well as K–12 arts learning programs, workshops, performances, interactive experiences and special events. TMC Ops manages the theatres, the plaza and Grand Park, which comprise \$2 billion in county assets, on behalf of the County of Los Angeles. TMC Business Services includes Advancement, Human Resources, Finance, Tech Services, and Marketing and Communications. The Music Center is also home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

Gloria Molina Grand Park from The Music Center campus on the west to City Hall on the east. Opened in July 2012, the park celebrates the cultural life of Los Angeles County. Grand Park presents free year-round programming including fitness/wellness programs, lunchtime food trucks, theatrical and dance presentations, site-specific performances, music events, holiday celebrations, video and art installations, mid-size (500-5,000 attendees) and large scale (20,000-50,000 attendees) events with multiple stages, pyrotechnics/fireworks, and large-scale projection.

Position Summary:

The Music Center is seeking a creative, detail-oriented, and proactive operations professional with exemplary collaboration, organization, and communication skills to join the Gloria Molina Grand Park team, part of the TMC Arts division of The Music Center. In this role, they will help achieve The Music Center's mission of deepening the cultural life of every Angeleno and further Grand Park's vital role as LA's Park for Everyone.

Reporting directly to the Director of Gloria Molina Grand Park, the Operations Senior Coordinator will oversee park maintenance, care, and assist with improvement projects. Key responsibilities center on acting as liaison for Music Center operations teams including Building Services, Engineering, Security, Guest Services. Additionally, this individual will assist with capital projects, one-time upgrades, maintenance, and special projects. The Operations Senior Coordinator will work closely with the Gloria Molina Grand Park team as well as public safety agencies, law enforcement agencies and community partners to coordinate operations for large-scale events and support other program operations as needed. Through this work, the Operations Senior Coordinator will play a critical role in helping to build the park's renown as a producer of the highest quality, safest, and most innovative public free events in Los Angeles County.

**Key Responsibilities:**

- Act as primary liaison between Gloria Molina Grand Park and Music Center operations departments in addition to contractors and vendors performing facility work in the park and office spaces
- Responsible for office supply orders, office maintenance, and upgrades
- Responsible for handling daily mail and responding to email/phone inquiries in a timely manner
- Acts as Gloria Molina Grand Park liaison with county parking and maintenance contractors
- Maintains and distributes Grand Park calendar of events and maintenance schedules, coordinating with other Music Center departments for campus schedules
- Tracks vendor estimates/invoices for operational projects working closely with Business Manager and Director in order to ensure on-budget project completion
- Acts as liaison with City and County representatives/agencies/departments as needed for operational work and other projects as assigned by Director
- Helps manage operational aspects of Grand Park's large programs (and smaller programs as needed) working collaboratively with Director, programming and production team, Marketing Manager, and Business Manager
- Supports park lease events as needed
- Maintains positive relationships with all levels of Music Center and Gloria Molina Grand Park staff, as well as key external stakeholders and partners
- Performs other duties as required as designated by the Director of Gloria Molina Grand Park
- Ability to work holidays, nights, and weekends as needed.

Qualifications:

- Minimum of 3 years of facility or project management experience.
- Must have experience working with outdoor public spaces particularly with landscaping, monuments, and historic buildings
- Experience in outdoor event production preferred
- Prior experience working with facility management
- Bachelor's degree
- Proficiency in MS Office
- Ability to multi-task wide-ranging, complex projects
- The ability to work in collaboration with diverse groups of people
- Excellent verbal and communication skills
- Experience in the public sector is preferred
- Pro-active and self-directed professional with excellent follow-through and time-management skills
- Must be diplomatic, tactful, and approachable with ability to be discreet and maintain a high-level of confidentiality at all times.
- Ability to problem-solve and possess with strong management and negotiation skills
- Can operate with a flexible schedule, must be able to work events on weeknights and weekends as well as holidays
- Exercises initiative in the performance of responsibilities
- Demonstrates the highest level of poise and maturity in communication, flexibility and the ability to multi-task in a fast-moving environment, and resourcefulness in setting priorities and



partnering with a dynamic and small team;

- Must be able to lift at least 25lbs
- Ability to work independently and effectively in an entrepreneurial and fast paced environment

Vaccination Policy: The Music Center requires its employees to be vaccinated against COVID-19, 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.

Hourly Pay Rate: \$28/hour - \$30/hour. This is a full-time, non-exempt position. Compensation package includes medical, dental and vision plans, group term life insurance, flexible spending accounts, vacation and sick accruals, and 401(k) plan with employer match.

The weekly administrative schedule is 35 hours per week, approximately 9 am – 5 pm Monday to Friday, with adjustments to accommodate special events and activities. Currently, The Music Center practices a hybrid (remote with scheduled onsite team days) weekly schedule and work onsite/in person for live events, which may require on-site support. This scenario may change and is also subject to the responsibilities of the position.

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

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

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