



Coordinator of Events and Stewardship, Advancement

The Music Center is one of the largest and most highly regarded performing arts centers in the country with a vision to deepen the cultural lives of all Angelenos. As L.A.'s premier performing arts destination, it has long been at the forefront of presenting innovative and critically acclaimed programs. With four iconic theaters and four renowned resident companies – Center Theatre Group, the LA Master Chorale, the LA Opera, and the LA Philharmonic – The Music Center is a place where audiences find inspiration in live performance. The Music Center also programs and manages Grand Park, a 12-acre adjacent greenspace. In addition to its illustrious dance programming, free and low-cost engagement experiences and nationally recognized arts learning programs, The Music Center partners with local communities to expand events and activities beyond its downtown campus directly into schools and neighborhoods.

Position Summary:

The Coordinator of Events and Stewardship is a highly collaborative, proactive, resourceful professional who supports events and donor stewardship activities that advance efforts to maintain and strengthen high-quality individual relationships.

Key Responsibilities:

- Provide administrative and logistical support for large-scale events including the annual Spotlight Grand Finale, fundraising galas and leadership dinner.
- Coordinate and occasionally lead smaller cultivation dinners, post-performance receptions, invited technical rehearsals, donor-invited student matinees and membership activities.
- Support event logistics including booking event space, catering, audiovisual, travel arrangements, décor, event signage, and coordinating artist and vendor agreements.
- Prepare communications related to events including donor correspondence and event briefings.
- Support Director in creation and tracking of event budgets including event expenditures, check requests, deposits, invoicing and reporting.
- Assist with updating templates for event materials, both digital and print, including but not limited to save-the-dates, patron letters, invitations and printed programs.
- Oversee the event invitation process including coordinating the mailing list data and communicating with print vendors.
- Track and record all event communications and RSVPs.
- Support the Director in partnering with the marketing department to update event webpages, social media, e-blasts, and other event assets.
- Create, organize and maintain special event photo files.
- Assist the Director with donor stewardship opportunities.
- Other special projects and duties as assigned by Director.
- Work evenings, weekends, and holidays as needed.

Qualifications:

- Bachelor's degree (or equivalent experience).
- At least 2+ years prior relevant experience, preferably within a non-profit organization.
- Excellent interpersonal, written, and oral communication skills are required.
- Experience working with Microsoft Office 365 and Adobe Creative Suite (InDesign).
- Creative problem-solving skills and ability to strategically anticipate challenges and offer solutions.
- Exceptional and detail-oriented project management skills.
- Ability to manage multiple complex projects simultaneously.
- Ability to build collaborative working relationships with donors, volunteers, internal teams and vendors, exercising good judgment and discretion.
- Highly dependable with excellent attendance and punctuality.
- Must be available to work nights and weekends as needed.

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.

Pay Range: \$24 - \$26/hour. This is a full-time, non-exempt position. 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.

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.

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

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

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