



Learning and Evaluation Analyst, Learning and Evaluation Department, TMC Arts

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 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; inside The Music Center's theatres, (Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum); and on a digital platform called *The Music Center Offstage*. TMC Arts presents free and low-cost public concerts and events, K-12 arts learning programs, workshops, performances, interactive experiences, and special events as well as a concert performance dance series, *Glorya Kaufman Presents Dance at The Music Center*. TMC Ops manages the four theatres, Jerry Moss Plaza, and Gloria Molina 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, IT, Marketing and Communications. The Music Center's facilities and theatres are also home to partner arts organizations on campus: Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

Position Summary:

Reporting to the Associate Director of Learning and Evaluation, the Learning and Evaluation Analyst is responsible for gathering participant data at indoor and outdoor TMC Arts events at The Music Center (including Jerry Moss Plaza, Gloria Molina Grand Park, and Dorothy Chandler Pavilion) and at partner sites throughout Los Angeles County. This role is critical to supporting The Music Center's mission of deepening the cultural life of every resident of Los Angeles County and creating a more relevant and increasingly multidisciplinary arts center. Data collection is an essential part of assessing progress on TMC Arts' theory of change and supporting equitable access to arts programming.

Duties/Responsibilities:

- Collecting data via surveys, observation, interviews, and focus groups.
- Data collection for up to three hours at a time on evenings and weekends.
- Compiling, cleaning, and analyzing administrative data and conducting literature reviews.
- Contributing to the development of surveys and other data collection instruments and protocols.
- Cleaning survey data and performing descriptive statistical analysis (e.g. R, SPSS, or Excel)
- Qualitative analysis (e.g., Dedoose, Atlas.ti or NVivo) or interest in learning about analysis.
- Assisting with writing evaluation reports and briefs
- Talking to people of different backgrounds about a wide range of topics.
- Work evening, weekends, and holidays as needed.

- Other duties as assigned.

Required Skills/Qualifications:

- Bachelor's degree in the social sciences or humanities.
- Bilingual communication/translation in English and Spanish.
- Experience canvassing or gathering data in public settings.
- The ability to effectively communicate with and interact with diverse audiences.
- Basic familiarity with use of an iPad or other electronic tablet or ability to learn.
- Basic familiarity with Microsoft Excel and/or Google Sheets
- Attention to detail and ability to follow data collection protocols.
- Ability to work independently and as part of a team.
- Friendly, outgoing, service oriented.
- Excellent listening, time management, and problem-solving skills.

Physical Requirements:

- Move, lift, and carry up to 15 pounds 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.

Hourly Pay Rate: \$28 - \$30/hour. (Based on bilingual capacity)

This is a part-time, non-exempt position.

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.

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.

EQUAL OPPORTUNITY EMPLOYER