



Residency Programs Manager, TMC Arts Education

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 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, IT 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.

Position Summary:

We are seeking an experienced arts administrator for the position of Residency Programs Manager to join the Education team. The Music Center's Education department serves students, educators, families and community members throughout Los Angeles County with programs and experiences in dance, music, theatre, visual and media arts. The Education department is part of TMC Arts, the programming division of The Music Center.

Reporting to the Associate Director of School Programs, the Residency Programs Manager will manage and administer school, district and community arts education programs in Los Angeles County. This position will work closely with education team colleagues to design, implement, manage and evaluate arts programming in school and neighborhood sites. Responsible for cultivating relationships with education and community stakeholders including principals, district arts coordinators, teachers, parents, and teaching artists in order to foster school-wide and district-wide arts programming, as well as partnerships in strategic community sites. Must be able to work independently in assigned partnerships in Los Angeles County. Will maintain regular contact with schools, neighborhood sites, artists and teachers in order to ensure successful implementation of arts education programs.

Key Responsibilities:

- Cultivate relationships with assigned school districts, neighborhood sites and surrounding communities
- Identify and develop opportunities for arts education partnerships, identifying needs, funding challenges and underserved populations in collaboration with external partners.

Lead planning meetings with school and organizational leadership, teachers, and artists to identify programming needs/curricular goals and design site-specific projects for each school/partner. Present at sites as needed

- Participate in onsite Music Center education initiatives and events in collaboration with education team members
- Work collaboratively with artists, schools, neighborhood sites and other education staff to plan and refine program content, curriculum and logistics on an on-going basis
- Work closely with school/district/site arts coordinators to select artists based on program objectives, budget, facilities and artist availability
- Manage successful program implementation including preparing and presenting program proposals; create and provide budget estimates to schools
- Effectively schedule activities in coordination with artists, teachers, school and community leaders
- Oversee data management for programs; maintain project database, budgets and statistics. Prepare, process, and distribute project documents to schools and artists in a timely manner. Verify activities and dates of services rendered and approves payments to artists. Prepare school invoicing and track payments
- Assist with compilation and preparation of materials for grant applications and reporting
- Collaborate with Music Center staff to update and prepare instructional materials and documents to reflect current best practices in arts education
- Participate in professional development to improve knowledge and understanding of artists, curriculum, and program design
- Work evenings and weekends as needed

Qualifications:

- Bachelor's degree
- Minimum of three years of relevant experience of work in education, outreach and/or arts learning activities.
- Solid knowledge of current arts education programming practices with ability to apply these to program design and implementation.
- Excellent facilitation and interpersonal skills to work effectively with a wide variety of staff and outside representatives from the educational environment and artistic community.
- Ability to work both independently and collaboratively, forming solid relationships.
- Ability to successfully develop and maintain professional relationships including support organizations, public agencies, and school districts.
- Ability to efficiently manage time and workload including planning, prioritizing, organizing, follow-through on a variety of tasks, assignments, projects and reports.
- Good working knowledge of Microsoft Office suite and databases
- Commitment to excellence in arts education; ability to effectively represent the organization and its mission.

Vaccination Policy: The Music Center requires its employees to be vaccinated against COVID-19 with one booster, subject to certain exemptions as required by law. New hires working at The Music Center must be fully vaccinated no later than 60 days after hire and until they are fully vaccinated will be required to submit weekly proof of negative laboratory COVID-19 test and submit to additional masking and social distancing requirements. Please contact The Music Center's Human Resources Department for a copy of the vaccination policy.

WORK WEEK SCHEDULE: Currently the TMC Arts staff practice a hybrid weekly schedule and work onsite/at school and neighborhood sites, in person for live events. Standard hours are approximately 9-5 Monday to Friday with adjustments to accommodate programming needs.

PAY RANGE: \$34.00/hr - \$34.86/hr

This is a full-time, non-exempt hourly position. The weekly administrative schedule is 35 hours per week, approximately 9-5 M-F, with adjustments to accommodate special events and activities. Compensation package includes medical, dental and vision plans, welfare benefits, paid vacation and sick days, and 401(k) plan with employer contribution.

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

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

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