



Director, Advancement Communications & Collateral

The Music Center is one of the largest and most highly regarded performing arts centers in the country. 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 non-profit performing arts organization has two divisions: The Music Center Arts (TMC Arts) and The Music Center Operations (TMC Ops). TMC Arts, The Music Center's programming engine, provides year-round programming inside The Music Center's four theatres, on Jerry Moss Plaza, outside at Gloria Molina Grand Park—a 12-acre adjacent green space—and in schools and other locations all over Los Angeles County. TMC Arts presents world-class dance with *Glorya Kaufman Presents Dance at The Music Center*, free and low-cost public concerts and events, as well as K–12 arts education programs. TMC Ops manages the theatres, the Plaza and Grand Park on behalf of the County of Los Angeles. The Music Center is also home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Philharmonic.

Position Summary

Reporting to the Senior Director of Advancement & Board Relations, the Director of Advancement Communications & Collateral creates, adapts and executes annual and multi-year strategic plans that inspire support for The Music Center. Working in collaboration with staff across the Advancement team and throughout the organization, the Director will build and manage a comprehensive portfolio of varied communication tools designed to engage donors, prospects, board members and other key stakeholders. The Director drafts and produces collateral and manages the work of contractors when needed.

Key Responsibilities

- Develop a multi-year plan of work that prioritizes fundraising collateral and communications projects that have the biggest impact in support of fundraising goals.
- Produce fundraising collateral that is well-written, aesthetically designed and up to date, including:
 - Case statements, brochures, folders;
 - Presentation decks;
 - Print-on-demand cultivation/solicitation templates;
 - E-newsletters and webpages; and
 - Short videos.

- Create content that can be repurposed for major gift, website, email, social media and other solicitation vehicles.
- Collaborate with the Director of Events on invitations, programs and guest communication pieces.
- Serve as the lead and project manager for Advancement content and pages in *Performances* magazine for the *Glorya Kaufman Presents Dance at The Music Center* season.
- With oversight by the Senior Director, implement a communications plan for the Board of Directors, including email updates, decks and materials for board meetings and orientation sessions.
- Work across the organization to produce an annual report.
- Produce and manage select mailings for the President's Office (e.g., holiday card).
- Draft remarks and talking points for fundraisers and leadership.
- Develop and implement a creative brief process for the creation of new or revised fundraising collateral. Ensure that all collaborators are appropriately involved in the process and the objectives, timeline, budget, responsibilities and final approvals are clear.
- Manage production budget and timelines to ensure pieces are delivered on time and on budget.
- Hire, manage and evaluate the work of contractors, including designers, videographers, photographers and writers, in accordance with the Marketing and Communications department norms.
- Collaborate with members of the Marketing and Communications team to align fundraising collateral and other related communications pieces with the tone, voice, style and messaging of the overall Music Center organization and destination.

Skills, Qualifications, Experience

- Bachelor's degree in journalism, communications, marketing or a related field.
- 3-5 years of related work experience in communications, ideally in fundraising or philanthropy.
- 2 years of project management experience, including budgeting and contract negotiation.
- Experience developing annual and multi-year fundraising or campaign communication plans and strategies.
- Proven track record of persuasive content creation in print and digital media.
- Excellent verbal communication, writing and editing skills.
- Exceptional judgment with the ability to deliver high-quality work under deadlines.
- Strong teamwork and people skills with a commitment to building and maintaining collaborative relationships.
- A thoughtful, creative and accountable leader who takes initiative and balances attention to detail with big picture goals.
- Proficiency in using Microsoft 365, Monday.com, Classy and Adobe Creative, or similar software platforms.

- Familiarity with Tessitura or another CRM is a plus.
- Genuine interest in The Music Center’s mission and commitment to the arts.
- Ability to work holidays, nights and weekends as needed.

Salary: The salary range for this position is \$105,000 – \$120,000 a year. 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 9:00 a.m. – 5:00 p.m. Monday to Friday, with adjustments to accommodate special events and activities. Currently, The Music Center practices a hybrid (remote with scheduled on-site team days) weekly schedule with work on-site/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.

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 3 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