



JOB DESCRIPTION

Coordinator, Advancement & Board Relations

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.

Position Summary

Reporting to the Senior Director of Advancement & Board Relations, the Coordinator of Advancement & Board Relations provides high level support to the team responsible for Advancement communications and collateral, Advancement events and donor engagement, and management of the Board of Directors.

Key Responsibilities

Administrative Support

- Provide administrative support, including calendaring and meeting management, file organization and archiving, processing invoices and expense reports, and general office tasks.
- Interface with board members, donors and organizational leadership on behalf of the Senior Director.

Board Relations

- With oversight by the Senior Director, provide administrative support for the management of The Music Center's Board of Directors.
- Maintain accurate Board records, reports and rosters.
- Assist with Board meetings and committee meetings, including calendaring, handling logistics and preparing materials.

Event Coordination

- Manage a select portfolio of events as the lead event coordinator.
- Assist the Director of Events on special events as assigned.
- Collaborate with the Director of Advancement Communications & Collateral on event messaging and materials.
- Collaborate with the Advancement Services team on data and mailing lists.

Skills, Qualifications, Experience

- Bachelor's degree.
- 2+ years of related work experience in administrative support and event coordination, ideally in fundraising or philanthropy.
- Must have a valid California Driver License (Class C)
- Excellent communication and project management skills.
- Extremely organized with the ability to prioritize, multi-task and deliver high-quality work under deadlines.
- Strong teamwork and people skills with a commitment to building and maintaining collaborative relationships.
- Proficiency in using Microsoft 365, Monday.com, Zkipster, 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.

Pay Range: \$25-\$27/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 9:00 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

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