



## **Senior Manager of Programs, Gloria Molina Grand Park**

The Music Center (Performing Arts Center of Los Angeles County) is seeking an experienced and versatile arts and culture programmer with a significant multidisciplinary programming and producing track record rooted in engagement, large and small-scale project leadership and strong team management skills to join the Gloria Molina Grand Park team, part of the TMC Arts division of The Music Center. In this role, they will help achieve The Music Center's mission of deepening the cultural life of every Angeleno and further Gloria Molina Grand Park's vital role as L.A.'s Park for Everyone.

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 on Jerry Moss Plaza; outdoors at Gloria Molina Grand Park, a 12-acre adjacent green space; in schools and neighborhoods all over Los Angeles County; and inside The Music Center's four theatres, which include Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum. TMC Arts provides free and low-cost public concerts and events, as well as K–12 arts learning programs, workshops, performances, interactive experiences and special events, and hosts an annual series of performances and other events by internationally-known dance companies. TMC Ops manages the theatres, the plaza and Gloria Molina Grand Park, which together 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 partners—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

Gloria Molina Grand Park, programmed and operated by The Music Center, is a 12-acre public space that stretches from The Music Center on the west to City Hall on the east. Opened in July 2012, the park presents free year-round digital and in-person programming including fitness/wellness programs, weekly lunchtime food trucks, theatrical and dance presentations, site-specific performances, music events, holiday celebrations, video and art installations, and mid-size -to large scale events. The park team stewards the park not only via programming and third-party usage but also seeks to balance it with the important passive use of this significant urban green space.

### The Position:

Reporting directly to the Gloria Molina Grand Park director, the Senior Manager of Programs is a key part of Gloria Molina Grand Park's external-facing leadership, fostering sustained, creative and equitable relationships with community partners and artists across Los Angeles County.

The Senior Manager of Programs oversees all programming and production at Gloria Molina Grand Park, supervising 2 full-time staff, Production Manager and Sr. Programming Coordinator, and approximately 25 additional part-time, event staff positions.

In collaboration with the Director, this role determines programmatic vision and steers the strategies and tactics that will meet the park's goals of excellence, access, inclusion and celebration in alignment with the Music Center's larger strategic mission and vision. The Senior Manager of Programs joins the Gloria Molina Grand Park department of the Music Center and works most closely with Gloria Molina

Grand Park's Marketing, Operations, and Business staff. Additionally, the Senior Manager of Programs works with other TMC Arts departments including Arts Producing, Spotlight, Education/Arts Learning, Digital Innovation, Dance Residencies and Civic Strategy & Partnerships on specific projects.

**PRINCIPAL DUTIES AND RESPONSIBILITIES INCLUDE:**

The Senior Manager of Programs leads the Gloria Molina Grand Park programming and production team in creating and refining smooth processes and optimized systems for event research, ideation, curation, project management, production/producing, program execution and reporting. Responsible for the Gloria Molina Grand Park \$2 million park programming budget, The Senior Manager of Programs ensures programs are produced on time and on budget and in alignment with The Music Center's mission, vision and values. Legacy programs include Easy Mornings, Sunday Sessions, 4 of July, Dia de los Muertos and NYELA among others. The Senior Manager of Programs brings fresh ideas and deep programming experience to the internal team while engaging broadly, deeply and thoughtfully with artists and local community partners. Alongside maintaining and establishing new programs when feasible, the position is equally responsible for maintaining the park as a relaxing, non-activated and accessible green space for everyone year-round.

Programmatic Leadership:

- Delivers the highest caliber, most accessible Gloria Molina Grand Park events and programs to support the fulfillment of park's "Park for Everyone" role in Los Angeles County.
- Delivers dynamic exciting event content that is broadly reflective of the diverse Los Angeles County community, meeting and exceeding the engagement goals of The Music Center.
- Develops and manages Gloria Molina Grand Park program content (event design and curation, artist booking, community partnership development, while maintaining the integrity of an outdoor park.
- Works in partnership with Marketing Manager to provide accurate and timely program information for all Gloria Molina Grand Park marketing efforts.
- Conducts ongoing research of best practices (including event attendance, partner/artist meetings, site visits, etc.) in the field in order to source the best in future Gloria Molina Grand Park programming.
- Producing: Supervises Gloria Molina Grand Park Production Manager, ensuring delivery of highest-quality programs in Gloria Molina Grand Park's unique spaces. Leads team in complex event production efforts, providing leadership on large- and small-scale efforts. Large scale programs involve extensive work leading the Gloria Molina Grand Park team in collaboration with production vendors and public safety agencies in order to produce safe public events and a welcoming environment for all attendees. Smaller programs draw on in-house technical capacity to implement programming vision.
- Impact measurement: leads all Gloria Molina Grand Park program assessment in collaboration with other TMC arts teams and in accordance with division-wide strategies and protocols.
- Program budget management allocates programming resources across events and programs and delivers in-budget programming in accordance with goals and timelines.
- Acts as program content liaison and collaborator for Gloria Molina Grand Park and The Music Center teams, seeking, managing and supporting opportunities for engagement and collaboration across programs and departments.
- Acts as a park spokesperson as needed.

Team Management:

- Leads, inspires, motivates Gloria Molina Grand Park program collaborators and direct reports
- Supervises the Gloria Molina Grand Park Production Manager, Sr. Programming Coordinator and support staff.
- Manages program content budgets, tailoring expenses as needed in collaboration with Production Manager and Business Manager, to deliver events on budget
- Hires and supervises select part-time production assistants and support staff as needed.
- Facilitates process and systems improvements for direct reports as well as all Grand Park team members and other collaborators in order to optimize programming delivery.
- Responsible for staff oversight, scheduling staff, timely and accurate payroll submission and ensuring staff adheres to time keeping, meal period and HR and safety protocols etc.

Administrative Work:

- Works collaboratively with the larger Gloria Molina Grand Park team to support all park endeavors, including Grand Park lease events, maintenance and operations as needed
- Keeps the Director informed of work progress and potential problems as well as innovative solutions to address problems
- Performs other duties as required as designated by the Director

**QUALIFICATIONS AND REQUIREMENTS:**

The Music Center is seeking a highly accomplished Senior Manager of Programs with a minimum of 7 years of programming/producing experience and two years of team AND project leadership experience. The ideal candidate will have a proven aptitude to lead complex events/programs/projects working with large and diverse program and production teams. This person will be a knowledgeable producer, strategic thinker, skilled communicator, relationship builder, and empathetic and attuned team player, knowing how to lead projects, support staff, advise and collaborate across the Gloria Molina Grand Park Team and with partners across the county. This person will be mission and values driven, demonstrating commitment to collaboration, community partnership, and centering BIPOC voices.

Prior experience

- Bachelor's degree from a 4-year accredited college
- Demonstrated track record of setting out programming vision and delivering successfully on that vision
- Minimum of two years of management experience of diverse full-time staff including demonstrated experience with supporting individual growth and evolution/professional development of direct reports
- A minimum of 7 years of programming/booking/community partnership/curation experience across a variety of disciplines including but not limited to diverse styles of music, dance, visual arts, etc.
- Superior command of the event-producing process, including extensive demonstrated experience with event project management, event design thinking, event timelines, event roles and responsibilities, etc.
- In-depth knowledge of LA's diverse creative cultural communities
- Past experience with large scale public programs
- Non-traditional venue experience/festival experience preferred
- Proven track record working in collaboration with diverse communities
- Experience negotiating and executing artist and presentation and or co-production contracts
- Meticulous record keeping and budgeting skill

- Experience working with public agencies such as law enforcement, fire dept, permitting agencies, public health, etc.

Qualities:

- Passion for community and civic engagement work
- Ability to be an adaptive learner and multi-faceted programmer, pushing beyond established areas of artistic expertise to seek new and diverse content
- Ability to manage wide-ranging and complex simultaneous projects is crucial
- Ability to excel in a highly collaborative decision-making process and interdependent environment that requires multi-tasking
- Spanish language skills preferred
- Pro-active and self-directed strong work ethic with excellent follow-through and time-management know-how
- Critical thinking, problem-solver with strong management and negotiation skills
- Excellent listening, and articulate written and communication skills
- Can operate with a flexible schedule, must be able to work events on weeknights and weekends. Must be able to work in different work environments to include office as well as work outside exposed to prevailing weather conditions for special events.

**WORK ENVIRONMENT**

Office and outdoor environments.

**Salary:** The salary range for this position is \$80,500 - \$84,000 a year. Compensation package includes medical, dental, and vision health plans, welfare insurance benefits, a 401(k) plan with employer contribution, and paid vacation and sick days.

This is a full-time, exempt position. The weekly administrative schedule is 35 hours per week, approximately 9-5 M-F, with adjustments to accommodate special events and activities. Currently, the TMC Arts staff practice a hybrid weekly schedule and work onsite.

**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**