



Assistant Director of Scheduling

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 yearround 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; 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.

Position Summary:

The Assistant Director of Scheduling is responsible for overseeing the administrative functions of the Scheduling & Events department. Serving as strategic thought partner to the Director, the role will analyze department resources and make recommendations towards refining the department structure, workflows, internal and external communications, and systems to ensure efficiency, transparency, and clarity while aligning with industry standards and serving the needs of varied campus stakeholders in a fast-paced environment. The position will manage the evolution of the department's processes while successfully maintaining its current high-volume workload.

With direct oversight of the department's administrative scheduling and booking team, the position will be accountable for ensuring that The Music Center's dynamic campus Master Calendar is maintained on an ongoing and daily basis to the highest standards of accuracy, completeness, and efficiency. The role oversees all space usage approvals and disapprovals while developing systems to streamline communication and further drive the fulfillment of the department's core directive of maximizing space usage while ensuring successful events and smooth campus operations.

Along with the Director, the role will share responsibility as System Administrator of Momentus Elite, the department's software for campus scheduling and event management. The Assistant Director of Scheduling will serve as Project Manager for the department's full implementation of Momentus Elite and will leverage its features to further enhance all booking and event management processes and progress towards using the system entirely for all space usage requests, event proposals and show estimates, contracting, show advancement and event management, final billing and settlements, and reporting and data tracking. The role will plan and lead future phases of implementation which will include integrating and training other users, updating and accelerating

event billing processes in collaboration with the Finance Department, integrating Gloria Molina Grand Park for calendar and event management, utilizing reports and data analysis, and exploring system features to potentially serve the needs of other departments and users.

Key Responsibilities:

Scheduling and Booking oversight includes:

Maintaining precise calendars for all venues, updating date releases, and tracking space use requests in the order received.

Maintaining Resident Company / Primary User season performance and production schedules for the four-theatre main stages

- Dorothy Chandler Pavilion (Los Angeles Opera and TMC Arts)
- Mark Taper Forum (Center Theatre Group)
- Ahmanson Theatre (Center Theatre Group)
- Walt Disney Concert Hall (LA Philharmonic and Los Angeles Master Chorale)

Maintaining the TMC Arts season schedule

- Jerry Moss Plaza

Preparing Master Calendar for weekly distribution.

Booking of short-term lease events and performances on the four-theatre main stages, including contracting, box office/ticketing, financials, COI, show advance, and settlements.

Managing all internal and third-party space usage requests, across more than 100 campus locations, including but not limited to:

- Catered Events
- Construction Projects
- Events
- Film / Photo Shoots
- Galas, large-scale, and high-profile events
- Maintenance
- Meetings
- Rehearsals
- Street Closures
- Tours
- Trainings and Workshops

Management of department systems includes but is not limited to:

Writing and maintaining departmental reference materials, as well as development of internal/external documents such as:

- Momentus Elite: TMC Booking Guidelines and Standards of Inputting (in collaboration with Elite's Implementation Consultant)
- Space Usage Workflow

- Venue Capacities
- Rental Rate Sheets
- Short Term Lease Event Rental Cost Sheets
- Event Decks

Collaboration with Marketing & Communications team as needed for production of external facing documents and event decks.

Developing reference guides for internal stakeholders related to space use and event planning.

Managing processes for organization of department records and shared files, as well as tracking status of contracts.

Developing pricing packages and workflows to expedite the successful booking and outcome of third-party catered events, streamline space usage processes, accelerate final billing, and drive revenue.

Developing department workflow for clear handoff from administrative booking team to events team for advancing, event detailing, and delivering final event billing.

Supervision of direct reports:

- Senior Scheduling Administrator
- Scheduling & Lease Events Administrator
- Lease Events Manager

Other duties include:

- Collaborating closely with Assistant Director of Events to ensure seamless workflow, communications, and organize administrative processes for advance event planning.
- Providing data analysis and contributing to fiscal year forecasts and reports
- Contract negotiation for third-party events
- Running weekly scheduling meetings and tracking follow-up items
- Participating in walk-throughs as relevant to the position
- Representing Director in meetings and walk-throughs as assigned
- Sharing “on call” duty with Director and Assistant Director of Events to respond to time sensitive matters in a 24/7 campus operations environment
- Must be able to work evenings and weekends including holidays.

Qualifications:

- Bachelor’s degree or equivalent experience
- At least 7 years’ experience in venue and event management ideally at large venues or multi-use campus
- Familiarity with working in a union environment desired
- Knowledge of front of house, artistic, and backstage operations highly desirable
- Knowledge of box office processes and ticketing systems helpful

- Experience with VenueOps / Momentus Elite software, highly desirable
- Tech savvy, desirable
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook
- Commitment to stellar guest experience
- Passion for the arts and live events
- Knowledge of CA wage and hour including meal breaks, split shifts, rest breaks
- Strong verbal and written communication skills
- Diplomacy and ability to maintain confidentiality
- IAVM membership highly desirable
- Possess presentation skills
- Ability to communicate complex information in a concise manner
- Knowledge of Fire codes, highly desired
- Solutions focused
- Teamplayer attitude
- Detail-oriented
- Ability to successfully navigate a fast-paced and demanding environment

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 2dose 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.

Salary Range: \$95,000 to \$110,000/year This is a full-time, exempt position. The weekly administrative schedule is 35 hours per week, approximately 9 am – 5 pm Monday to Friday, with adjustments to accommodate special events and activities. Currently, The Music Center practices a hybrid (remote with scheduled onsite team days) weekly schedule and work onsite/in person for live events, which require on-site support.

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.

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

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

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