



Program Manager, Dance Residencies, TMC Arts

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; 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, 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:

We seek an experienced arts administrator and passionate arts advocate to join the Dance Residencies Team as Programs Manager. Dance Residencies are multi-part, multi-disciplinary programs both on and beyond The Music Center campus. These programs offer diverse ways in which audiences can connect with dance and movement. Each residency centers around touring dance companies whose performances are featured in the annual series known as Gloria Kaufman Presents Dance at The Music Center. Each dance residency is planned using the ideas and themes of the respective company's work, to build additional multi-disciplinary program offerings such as film festivals, filmmaking, poetry slams, public art exhibits, participatory movement experiences, and music performances. These aim to engage new and diverse audiences in different ways both as audience members, creators and program participants. Residencies also include 1-2 student matinee performances per season and masterclasses/workshops as necessary for students and organizational partners at The Music Center and offsite. The student matinees are typically held in the Dorothy Chandler Pavilion and Ahmanson Theatres, accounting for 2,000-3,000 students and dozens of onsite buses per event.

The Dance Residencies Team (DRT) is a cross-departmental effort within TMC Arts, comprised of leaders across the Civic Strategy & Partnerships, Arts Learning, Dance, and Producing Teams. The DRT is responsible for fully integrated dance programming aligned with the TMC Arts values of engagement, access and inclusion. Elements of dance residencies range from classic models of dance presentation to student engagement and partner-based non-traditional multi-disciplinary programs. Residencies are planned to align with TMC Arts program design principles to connect all Angelenos with dance as a form of human expression, cultural affirmation/resilience and connection. In doing so, dance residencies aim to connect professional concert dance to a broader social context that is relevant to the people of LA County.

Collaborating with the Dance Residency senior team for all program and project work and reporting to the Executive Vice President, TMC Arts, the Program Manager will manage and implement the full range of components of the dance residencies.

Key Responsibilities for all Dance Residency program components:

- Project management for all Dance Residency activities from development through execution including mainstage dance performances, dance residency programs, and student matinee performances.
- Contract administration for the Dance Residency programs: Support the General Manager with



negotiation and creation of complex individual artist/contractor agreements and directly contract and negotiate other artist/contractor agreements following the established TMC contract language and procedures for legal approvals. Communicate contracts to the Finance Department and provide required documentation for payment processing.

- Program development, planning support and outreach: support senior DRT members in artist/partner/school company outreach, research and communication. Research Dance Residency performance content and other background information to facilitate DRT discussion regarding potential focus communities, public engagement activities, and relevant partners/artists to inform Non-Performance Engagement Activity (NPEA) ideation process. Pre-planning artist/partner coordination and logistics for DRT including but not limited to managing the application and notification processes for projects with performers.
- Company management/artist services: support onsite artist/partner needs, including pre-planning and onsite support of travel and hotel arrangements, craft service, meals, and administration of per diem as required.
- Student Matinee management: collaborate with Arts Education team for educator orientation sessions for student matinee; perform targeted outreach to Los Angeles County area schools and community organizations to secure participants for events, in collaboration with marketing. Manage contact lists to notify age-appropriate schools of upcoming events. Identify opportunities to invite organizational partners to student matinee performances; manage street closure and LA County parking waiver planning and requests in collaboration with fellow TMC departments for related events, including petitions, insurance and permits.
- Budget tracking and administration: serve as primary internal and external interface regarding agreements and invoices for payment; collaboration with DRT on managing the Dance Residencies budget components including but not limited to artist fees, artist services costs, part time staff.
- Dance Residency Team and internal Music Center collaborator communications: Lead all communications and working processes including team convening, reporting, task management, pre- and post- project document creation and publication, timeline development, asset delivery (ex: signage and promotional materials); liaising with other internal teams such as Marketing, Advancement, etc. for all program-related collaboration needs.
- Supervise Production Assistants on a per-project basis. As needed, recruit, manage and train part-time Production Assistants and Temporary Project Managers.
- Liaise with Evaluation and Learning for data and learnings obtained on each residency to support DRT program iteration and refinement.
- Administrative responsibilities: (include but are not limited to) work with online database, data entry/input, extraction and simple reports and scheduling and organizing of team meetings.
- Work evenings, weekends, and holidays as needed
- Other duties as assigned

Qualifications:

- Five years minimum related experience and/or training; or equivalent combination of education and experience;
- Bachelor's degree;
- Solid knowledge of dance programming and arts programming practices with the ability to apply these to project design, artist engagement, and implementation; Broad familiarity with a variety of arts and cultural communities preferred; Must demonstrate a track record of cultural sensitivity and competency;
- Knowledge and demonstrated experience with performing arts institutions and administrative practices, program management, artist/services, contract management, and institutional finance procedure;



- Relevant project management experience;
- Prior experience with large-scale company management, particularly for touring productions, highly preferred;
- Strong communication skills, attention to detail, and strong follow-through skills are highly preferred;
- Able to think through complex projects and use logic and reason to develop and propose solutions;
- Ability to work in a fast-paced environment and to efficiently manage time and workload, including planning, prioritizing, organizing, and follow-through on a variety of tasks, assignments, projects, and reports;
- Work both independently, proposing new approaches to existing systems, and collaboratively problem-solving on a foundation of solid relationships;
- Excellent people management ability; strong communication skills a wide variety of people; tact and diplomacy;
- Demonstrated commitment and experience in fostering an environment of diversity and inclusion, both in the workplace and for each TMC Arts project;
- Ability to effectively represent the organization and its mission;
- Proficiency in technology and technology-based communications, as well as full proficiency in computer use: Word, Excel, PowerPoint, and Outlook, is required;
- Able to lift and move objects/physical materials unassisted of at least 25 pounds;
- Must have a reliable source of transportation;
- Fluency in Spanish is a plus;
- Must be able to work occasional evenings and weekends, including holidays
- Other duties as assigned

Pay Range: \$68,000/year - \$73,000/year. The compensation package includes medical, dental, and vision plans, welfare benefits, paid vacation and sick days, and a 401(k) plan with employer contribution.

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, in-person for weekly meetings and live events.

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.

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