



COORDINATOR OF EVENTS AND STEWARDSHIP, ADVANCEMENT

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:

The Coordinator of Events and Stewardship is a highly collaborative, proactive, resourceful professional who supports fundraising events and donor stewardship activities that advance efforts to maintain and strengthen high-quality individual relationships and encourage support.

Key Responsibilities:

- Provide administrative and logistical support for more than 50 large-scale events including the annual Spotlight Grand Finale, fundraising galas and leadership dinner.
- Manage smaller cultivation events such as post-performance receptions, invited technical rehearsals, donor-invited student matinees and membership activities.
- Manage all event administration and logistics including booking event space, catering, audiovisual, travel arrangements, décor, event signage, and coordinating artist and vendor agreements.
- Prepare communications related to events including donor correspondence and event briefings.
- Support Director in creation and tracking of event budgets including event expenditures, check requests, deposits, invoicing and reporting.
- Create and process expense reports and manage Outlook shared events calendars.
- Assist with updating templates for event materials, both digital and print, including but not limited to save-the-dates, patron letters, invitations and printed programs.
- Oversee the event invitation process including coordinating the mailing list data and communicating with print vendors.
- Track and record all event communications and RSVPs.

- Support the Director in partnering with the marketing department to update event webpages, social media, e-blasts, and other event assets.
- Create, organize and maintain special event photo files.
- Assist the Director with donor stewardship opportunities.
- Other special projects and duties as assigned by Director.
- Work evenings, weekends, and holidays as needed.

Qualifications and Skills:

- Bachelor's degree
- Minimum of 2 years event experience within a non-profit organization.
- Excellent interpersonal, written, and oral communication skills are required.
- Experience working with Microsoft Office 365 and Adobe Creative Suite (InDesign).
- Creative problem-solving skills and ability to strategically anticipate challenges and offer solutions.
- Exceptional and detail-oriented project management skills.
- Ability to manage multiple complex projects simultaneously.
- Ability to build collaborative working relationships with donors, volunteers, internal teams and vendors, exercising good judgment and discretion.
- Highly dependable with excellent attendance and punctuality.
- Must be available to work nights and weekends as needed.

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 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.

Pay Range: \$26-\$27/hour. This is a full-time, non-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.

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.

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

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

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