



Business Manager, 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 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:

We are seeking an experienced, resourceful Business Manager in the Producing Department of the TMC Arts division. The successful candidate is an experienced team player and cultural arts professional with strong project leadership and institutional skills.

The Business Manager supports the work of TMC Arts via the Producing Department's role partnering and supporting the implementation of programs across the division. Specifically, the Business Manager is responsible for contract template creation and administration, including with the various unions that work with TMC Arts. Acting as the primary liaison with external counsel and insurance agents, the Business Manager also internally advises on contract questions and routes all complex compliance related matters to appropriate parties. The Business Manager also liaises with the Executive Vice President (EVP)'s office to support creation and coordination of division-wide budgets and budget-related administration.

The Business Manager reports to the Senior Director, Producing and works closely with the Producing Production Manager and Producing Coordinator. The Business Manager interfaces with all TMC Arts and other TMC departments including but not limited to: Dance Residencies Programming, Digital Innovation, Arts Learning, Civic Strategies & Partnerships, Gloria Molina Grand Park, Scheduling & Events, Finance, Production, Guest Services, Security, Engineering, Housekeeping, on-site catering vendor (Levy), parking vendor, and other internal departments and their staff. The position maintains effective and on-going internal and external relationships

(including vendors, volunteers, and with the general public) and serves as a primary point-of-contact for the department. The Business Manager must develop and maintain positive relationships with all levels of Music Center staff as well as key external individuals and organizations, including Resident Companies.

Key Responsibilities:

- Business support to all TMC Arts program departments:
 - Establish and maintain TMC Arts contract templates (long-form and short-form) and procedures for legal approvals. Keep templates current and aligned.
 - Review, Advise & Approve complex contracts, as needed.
 - Act as primary communicator with legal counsel and insurance agents.
 - Manage requirements of TMC Arts union agreements via contracts, including with AFM, SAG-AFTRA, AGMA and AEA.
 - Act as primary internal communicator for all contractual obligations, including insurance protocols and requirements. Create and maintain training documents related to these obligations.
 - Research and administer rights, licenses, and clearances for live and digital productions. Communicate rights internally and track compliance.
 - In conjunction with office of the EVP, manage division comp ticket allocations.

- Schedule Management:
 - Maintain TMC Arts Program Calendar.
 - Act as primary schedule communicator to TMC Scheduling & Events, providing weekly program calendar updates and making new space hold requests.
 - Obtain space requests from departmental program managers for booking of select venue spaces.
 - Create and submit the annual mainstage calendar to TMC Ops on or before Dec 1st.
 - Create and submit the annual rehearsal room request list to TMC Ops.

- Finance Liaison:
 - Primary interface for Producing with the Finance Department for agreements and invoices for payment; including supervising Coordinator in the accuracy of coding invoices/agreement etc. and obtaining appropriate authorizing signatures, to ensure timeliness of payments to companies, unions and vendors.
 - Track departmental budget and participate in budget reforecasts throughout the fiscal year.
 - In conjunction with office of the EVP and as liaison with the Finance Department, support the compilation, analysis, and organization of division-wide budgets for the annual budget process.
 - Create and communicate financial settlement worksheets for all programs as contractually required.

- Departmental administrative responsibilities

- Research, document, and communicate, and report on best business practices for programs as they evolve and develop.
 - Develop and execute RFPs for technology or vendor improvement projects.
 - Business clerical duties and support as needed.
- Supervise Producing Department Coordinator and Production Assistants on a per-project basis. As needed, recruit, manage and train part-time staff.
 - Hire and manage personnel engaged in supervision of performers of different age ranges
 - Attend meetings related to the duties described as necessary.
 - Assist staff during events as assigned.
 - Attend TMC related meetings and trainings
 - Act as deputy for Sr. Director, Producing as needed.
 - Work nights, weekends, and holidays as needed.
 - Other duties as assigned.

QUALIFICATIONS, EDUCATION and/or EXPERIENCE:

- 7 years minimum related experience and/or training; or equivalent combination of education and experience. Knowledge and demonstrated experience with larger scale performing arts institutions and administrative practices, including familiarity with union contracts, institutional as well as budgeting for productions and programs, stage production and management, and institutional Finance procedure.
- Experience creating, administering, and negotiating contracts with the various unions of the entertainment industry, including AFM, SAG-AFTRA.
- Broad familiarity with a variety of arts and cultural communities preferred. Must demonstrate cultural sensitivity and competency.
- Must be a team player with strong communication skills and attention to detail. Able to think through complex requests and use logic and reason to develop and propose solutions, detail-oriented with strong follow-through skills; must be resourceful and self-directed to manage and complete multiple tasks on varying projects with tight deadlines; works well under pressure and in a fast-paced environment.
- Excellent people management ability; strong communication skills in writing and by voice; can effectively communicate with all levels of personnel; strong problem-solving skills; tact and diplomacy; approachable.
- Demonstrated commitment and experience in fostering an environment of diversity and inclusion, both in the workplace and for each project of TMC Arts.
- Comfortable multi-tasking; Flexible and adaptable to changing work assignments and priorities.
- Exceptional skills and attention to detail with alpha numerical documents. Data proficiency, required.
- Proficient in technology and technology-based communications, as well as full proficiency in computer use: Word, Excel, PowerPoint, Outlook, and Dropbox is required.
- Able to lift and move unassisted at least 40 pounds.

- Must have a reliable source of transportation.
- Working fluency in Spanish is a plus.

- Education, experience, and training in the performing arts field required.
- Must be able to work evenings and weekends including holidays.

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.

Salary Range: \$91,500 to \$97,000/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.

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

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

EQUAL OPPORTUNITY EMPLOYER