



Seasonal Events Staff: Production, Marketing and Programming Assistants

The Music Center Arts - Grand Park

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 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, IT 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.

Reporting directly to the Production Manager, Sr. Manager of Programs or Marketing Manager, we are seeking Events Staff support for all aspects of program execution. Most programs at Grand Park take place in the park itself with occasional offsite partnerships. The Grand Park team at The Music Center is currently seeking to fill positions for events and programs.

Grand Park presents free year-round 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 events, often in collaboration with community partners. Grand Park also produces year-round small-scale programs, co-productions, live, in-person event programming, large scale events for up to 75,000 guests with multiple stages, pyrotechnics/fireworks, and large-scale projection.

Responsibilities:

Events Staff support all aspects of live programs from preparation to load-in, through onsite event support and load-out. Specific roles are outlined below.

General Production Assistants

- Event setup (staging, tents, tables, chairs, signage, EMT setup, cables, cable ramp, etc.)
- Event load-out
- Storage facility quality control and maintenance
- Onsite vehicle escort



Technical Production Assistants

- Set up, operate and load-out all Grand Park lighting and audio
- Support event load ins/load out
- Support third-party vendors on technical aspects of production
- Grand Park technical inventory repair and maintenance

Marketing Assistants

- Onsite brand ambassadorship – representing the voice, face and vision of Grand Park to the general public
- Staff Grand Park information booths, answering attendee questions
- Manage onsite mailing list signups, collecting information
- Info booth materials setup and breakdown
- Staff the event info booths – answering attendee questions, deploying giveaways, and collecting attendee data
- Set-up and tear-down support for events located at Grand Park's and in the community
- Responsible for executing various tasks on event day, including but not limited to - deploying event signage into the park, post-event activities
- Other marketing-related tasks as needed

Programming Assistants

- Prepares artist and partner materials in advance of event
- Onsite support for artists and partners (parking, PPE needs, etc.)
- Sets up and supervises artists and partner hospitality

General qualifications for all Event Staff:

- Minimum of 1 year of live event experience
- Interest in arts, culture and entertainment
- Experience working in teams
- Can operate with a flexible schedule, must be able to work events on weeknights, weekends and holidays.
- 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.

Specific qualifications for Event Staff roles:

General Production Assistants

- Production experience
- Strong communication skills
- Ability to adapt as needed
- Ability to lift at least 40 lbs.



Technical Production Assistants

- Minimum 2 years or equivalent experience
- Background in music, sound technology/engineering, or other related subjects
- Able to read stage plots for equipment placement
- Experience setting up and breaking down audio-visual equipment
- Experience micing bands and artists of all kinds
- Skilled equalizer and audio mixing for live music

Marketing Assistants

- 1 year of live event experience preferred
- Customer service or other public-facing experience
- Bi-lingual English/Spanish or other preferred
- Ability to operate on a flexible schedule, including weeknights, weekends, and holidays
- Must be able to work in different environments including indoor/office work and outdoor work exposed to varying weather conditions

Programming Assistants

- Experience working with artists and community partners
- Customer service experience
- Bi-lingual English/Spanish or other preferred

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 no later than 60 days after hire and until they are fully vaccinated will be required to submit weekly proof of negative laboratory COVID-19 test and submit to additional masking and social distancing requirements. Please contact The Music Center's Human Resources Department for a copy of the vaccination policy.

SALARY: Salary range \$20-\$25/hour commensurate with experience. This is a part time non-exempt hourly position. Most events are nights and weekends. As an hourly position, this role is eligible for overtime pay.

Please click [here](#) to apply.

INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED

EQUAL OPPORTUNITY EMPLOYER

