

Artistic Coordinator

ABOUT US

Deeply rooted in our local Beverly Hills community and influenced by cultural change, the Wallis Annenberg Center for the Performing Arts, a public-private partnership with the City of Beverly Hills, strives to be a site for the convergence of relevant, dynamic performing arts, education and civic life, strengthening our local and global community is our role as a presenter, producer, educator and community resource. We approach our work with the pioneering creative spirit of Beverly Hills and greater Los Angeles, while also recognizing that we live in a multi-cultural every-changing world guided by our core values of Trust, Artistic Courage, Enlightenment, Cooperation, Communication, Diversity, Equity and Inclusion, and Accountability.

The campus itself is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. The restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater and an inviting open-air plaza for family, community and other performances.

ABOUT THE JOB

The Wallis is seeking an engaged, organized and passionate arts admin to join our full-time team as **Artistic Coordinator** to work on the Artistic team. Reporting to the Programming Manager, this role is responsible for supporting key administrative, programming, and producing efforts within the Artistic Department, as well as assist in all aspects of planning and executing The Wallis season of programming. This position is non-exempt, paid hourly, and is eligible for overtime.

WHAT YOU'LL DO

- Support Programming Manager and department in administrative duties pertaining to the onboarding of Actors and Stage Managers, including communications with HR/Finance and Actors' Equity reporting;
- Help provide a bridge for smooth communication between the Artistic Department and other Wallis departments; demonstrate leadership in maintaining credibility, trust and support with staff Leadership Team;
- Assist the Artistic Department in all aspects of administrative tasks. Attend all departmental meetings and generate notes;
- Coordinate the planning and delivery of Sunday Funday and free outdoor community programming.
 - Book and schedule artists for Sunday Funday and free outdoor community programming.
 - Independently make key decisions in the moment regarding logistics, safety, and schedule;
- Provide hosting arrangements at The Wallis to artists as needed for programming with other members of the artistic staff and Company Manager. Liaise with other departments as needed to execute the hosting arrangements;
- Manage an active and demanding Artistic Department calendar of appointments;
- Compile expense reports including credit card expenses and travel receipts and allocate expenses to appropriate budget codes, submitting for Supervisor's approval;
- Compose and prepare correspondence, assisting with travel plans for artistic staff;
- Research, prioritize, and follow up on incoming issues and concerns addressed to the artistic department including those of a sensitive or confidential nature, and determining appropriate course of action, referral, or response;
- Attend creative planning sessions related to season programming in Music, Theater, Dance, Special Events and community outreach;

- Work with the Programming Manager to coordinate project submissions including new plays, generating and maintaining a comprehensive list of all submitted materials and corresponding with writers/artists and agents in a timely manner;
- Conduct critical research related to dance, music and outdoor programming for The Wallis;
- Responsibilities may also include attending live music, theater, dance or other artistic events in Los Angeles on behalf of The Wallis, which will require schedule flexibility on pre-scheduled evenings, nights and weekends, as needed;
- Responsibilities may include coordinating special events or projects on behalf of the Artistic Department.

SKILLS & EXPERIENCE NEEDED

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- Very strong interpersonal skills and the ability to build relationships with staff, external partners, patrons and donors;
- Very strong written and verbal communication skills;
- Experience working in a fast-paced arts environment is important;
- Demonstrated proactive approaches to problem-solving with strong decision-making capability as well as a demonstrated capacity for flexibility;
- Highly creatively and resourceful team-player with the ability to also work independently;
- Proven ability to handle confidential information with discretion and be adaptable to various competing demands;
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment;
- Independent thinker, who actively seeks opportunities and is able to problem solve;
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point) and Adobe Acrobat;
- Bachelor's degree is preferred, Equivalent professional experience is required;
- Experience in event coordination and delivery is required;
- Experience in dance programming is preferred.

PHYSICAL REQUIREMENTS

While performing the essential functions of this job, the incumbent must be able to do the following: stand for extended periods; sit for extended periods; bend and reach for filing and other job-related functions; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift; reach both above and below shoulder height. Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.

BENEFITS

This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

HOW TO APPLY

Please email your resume to jobs@thewallis.org and include **Artistic Coordinator** in the subject line.

No phone calls please.

The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.