Job Opportunity Notice – Emergency Appointment
Performing Arts Program Coordinator II – Madrid Theatre
Salary Range $60,906.96 – $89,032.32
Cultural Affairs

The Los Angeles Department of Cultural Affairs is offering an emergency appointment opportunity to employees who meet the bulletin requirements for Performing Arts Program Coordinator II, Code 2430-2, and take the Performing Arts Program Coordinator examination. The job opening is assigned to the Madrid Theatre located at 21622 Sherman Way, Canoga Park.

Emergency Appointment- The Rules of the Board of Civil Service Commissioners define an emergency appointment as a temporary assignment to a position made in accordance with City Charter Section 1013 (a) and (b). The appointment is authorized until a civil service eligible list is established for that particular job classification, but for no longer than one year. The appointment must be terminated when a regular appointment can be made from the eligible list to a permanent position of half time or more.

Position Overview
The Performing Arts Program Coordinator II will be a pro-active and collaborative member of the Performing Arts (PERF) leadership team based at the Madrid Theatre in Canoga Park. This position will serve as the Venue Manager of the Madrid Theatre and will be the primary point of contact for the theater, providing oversight and stewardship of the Madrid Theatre, including negotiating contracts and rental agreements, tracking and processing all finances and payments, sourcing and supervising full-time and part-time staff and managing payroll, coordinating the maintenance and repair of the physical plant and theatrical equipment, including renovations planning, identifying and developing new rental income opportunities, partnerships and collaborations; achieving rental/ticket fee income goals; contributing to the PERF fundraising efforts and deeply engaging with the community, as the “public face” of PERF and the DCA. Some nights and weekends at the venue are required. The Venue Manager will be the point person for building and maintenance requests, ADA compliance, tenant agreements, vendor relationships, and restoration/renovation requests.

This position is tasked with maximizing venue use, which can include 200+ rental agreements and 400+ events annually, plus a multitude of ongoing meetings and communication with stakeholders and potential clients/renters including commercial rentals and film and television location shoots.

Essential Duties and Responsibilities
**Financial Management**

- Maintain timely, orderly, and transparent administrative processes, aligned with industry best practices and DCA protocols;
- Delineate and communicate benchmarks and metrics for evaluating programming effectiveness;
- Oversee the processing and administration of all forms of receivables, including income generated by the venue, either through earned or contributed, is processed into DCA approved accounts;
- Oversee the processing and administration of all payables and expenses, including payroll, and contractors’ and vendors’ invoices;
- With DCA administration, oversee reconciliation and preparation of venue operating budgets, monthly statements, P&Ls and balance sheets; and
- With PERF leadership team, develop multiple-year plans for the venue, including yearly budget creation.

**Contract/Rental Management**

- Ensure that renters and artists, and/or their representation, execute and enforce all agreements, including negotiating special production terms in a timely manner;
- Maintain quality customer service and professionalism by establishing, encouraging, and modeling high performance standards;
- Ensure that contracted production requirements are reasonable and met on-time and within budget and determine individual production needs;
- Oversee the timely processing and administration of completed contracts and fulfillment with DCA Administration;
- Ensure renters’ compliance with laws and union requirements;
- Attend PERF production planning meetings;
- Maintain up-to-date staff listing, rental sheets, fee schedule, rental calendar, technical riders, seating charts, and production/equipment lists for potential clients;
- Represent Madrid and DCA to the public at large and to potential renters/producers/presenters, and respond to questions or requests;
- Negotiate and draft permits for use of the premises with renters/producers/presenters;
- Conduct location and tech scouts for live events, screenings and filming/photo shoots;
- Set up online ticket sales for facility users through automated and discount ticketing outlets. Track sales and provide periodic and final ticket sales reports to users. Assist ticket buyers by phone and email to resolve ticketing issues.
- Review deposits and outstanding invoices with venue office administrator. Contact users for payment when invoices become thirty (30) calendar past due.

**Property & Building Management**

- Coordinate with the Department of General Services (GSD) to schedule and supervise the regular cleaning, maintenance, and security and manage service calls and repair needs for the facility;
- Provide yearly and updated inventory reports for equipment and capital purchases;
• Ensure that all venue licenses and permits are current and in good standing, and the facility is in compliance with building codes;
• Determine facility technology needs, conveying needs to PERF Leadership and DCA;
• Request proposals and evaluate bids for work or service on the venue;
• Manage emergency repairs and address client needs with regard to facility;
• Regularly inspect premises for maintenance and repair issues;
• Gather, review, and transmit information and graphics about upcoming events to support organizations for distribution; and
• Prepare and submit annual zero-based budget requests for operations and programming to PERF Director.

**Staff Supervision/Event Management**

• Increase staff effectiveness and professional development through recruitment and ongoing training;
• Communicate DCA policies and procedures to all staff;
• Direct tasks and regularly evaluate the work of full-time and part-time staff;
• Compose pre-hiring authorization requests required for PERF Director for approval. If approved, advertise position, schedule interviews, and coordinate new hire;
• Calendar and coordinate Front of House and Backstage staffing as needed for rentals and facility events;
• Be present at events to insure smooth running;
• Alert area restaurants to upcoming shows and coordinate parking solutions with local business improvement district;
• Submit ads to local periodicals, Chamber of Commerce and/or local convention and visitors’ bureau. Submit releases for upcoming shows to local news outlets;
• Install promotional posters in front of the venue or interior poster cases;
• Coordinate parking issues with renters/producers/presenters;
• Change text on marquee for upcoming shows.
• Coordinate service calls and interactions with City of Los Angeles departments, such as GSD, Information Technology Agency, and other agencies as needed.

**Venue Activation**

• Partner with PERF Director and other DCA divisions to develop, execute and oversee engagement, marketing, promotion and fundraising efforts;
• Cultivate and maintain relationships within venue’s neighborhood and beyond to further the arts integration work of the PERF and DCA;
• Nurture relationships within the community, seeking potential artists for programs and rental of theater as well as solicit feedback, suggestions and new ideas;
• With the PERF Director, create programs, outreach services and engagement activities, as well as encourage the public use of the venue’s spaces to meet the needs of LA’s diverse communities and the needs of artists in the West Valley
• Be onsite, serving as venue steward and point person for facility tours;
• Advocate for arts programming that involves audiences of all ages and backgrounds in learning about and through the arts;
• Demonstrate the DCA and PERF’s commitment to and regional leadership role in arts integration; Advocate for and represent local artists and programs in the community and steward them into the services provided by DCA;
• Partner with PERF Director and Marketing Division to coordinate, promote, host, and execute local community events at the venue that showcase PERF and DCA’s commitment to regional arts, and including the Friends of the Madrid Theatre;
• Foster a positive atmosphere that establishes DCA, PERF and venue as a resource for local events and community endeavors; ensuring stakeholders’ investment;
• Ensure all programs at the Madrid Theatre are in full compliance with DCA policies and procedures; and
• Maintain and keep current a database of all renters and pursue all renter leads.

Administrative Reporting
• Draft bi-weekly reports of activities, attendance metrics and other information and submit to PERF Director;
• Compile bi-weekly Madrid payroll and distribute paychecks as necessary;
• Compile weekly and bi-weekly billing for final invoices for facility users and transmit to Venue Office Administrator for invoicing and tracking;
• Draft, manage, and distribute staff and production list for as-needed tech and front of house staff for events/productions. Fill in for front of house or tech staff when no replacement is available;
• Meet with staff individually or collectively to discuss issues needing resolution; and
• Submit supply and equipment purchase requests to for approval and coordinate purchases.

Additional duties and project support of the PERF team as instructed by the PERF Director. Respond to and comply with all updated policies, procedures, and directives.

Eligibility - The emergency appointment opportunity is open to all individuals who meet the following criteria:
1. Graduation from a recognized conservatory, or four year college or university; and
2. Two years of experience in performing or instructing music, dance, or drama; or planning, coordinating, directing and scheduling a music or theater arts program; or managing business and development of theater operations and productions.

Candidates with demonstrable experience in managing theater business functions, accounting/financials, and theater operations and producing productions as well as experience with technical and house/production staff, ticketing operations, and facility management are highly desirable. Knowledge of industry standards including GAAP (Generally Accepted Accounting Principles), FASB (Financial Accounting Standards Board), Actors Equity, IATSE, USA (United Scenic Artists) and Labor law as well as proficiency in producing financial spreadsheets and budget proposals, and use of Excel, Microsoft Word, Google Docs, and Power Point are a plus.
Where to Apply: All interested candidates should submit a resume and completed City application, which can be downloaded at [http://per.lacity.org/application.pdf](http://per.lacity.org/application.pdf). This document must be scanned as a single .pdf file and e-mailed to jacyn.clayton@lacity.org. The subject line of the e-mail should read "Performing Arts Program Coordinator – Madrid Theatre – Emergency Appointment". If you have any questions, please contact Jacyn Clayton at (213)482-6727. **Open until sufficient applications are received.**