



Executive Director of Community-Focused Arts Organization in Los Angeles

The Board and Staff of Levitt LA welcomes and encourages all people from all walks of life to apply for a job, internship, volunteer, artistic, and vendor opportunities within the organization. Levitt LA recognizes the value in diverse lived experiences and varied work experience. We value different points of view. Although we may not be able to hire/train/promote everyone who wants to be involved with Levitt LA, we promise to equitably consider your request for participation.

Position Title: Executive Director

Reports to: Board of Directors

Location: Greater Los Angeles Area

Announcement Date: 1/9/23, open until filled

Status: Full-time, exempt

Position Summary

Levitt Pavilion Los Angeles (Levitt LA), a 501c3 nonprofit arts organization, located in the MacArthur Park neighborhood of Los Angeles, is part of a national network of outdoor music venues. Our mission is building community and celebrating the diversity of our city through the power of music. Every summer, through 40+ free, high-quality, live concerts, Levitt LA brings people of all ages and backgrounds together. Building upon the organization's partnerships within the community is central to realizing our mission. MacArthur Park is a constantly evolving ecosystem and Levitt LA's engagement is flexible to reflect the needs and realities of the community.

We are seeking an experienced Executive Director for Levitt Los Angeles. This position defines the organization's role in our great city and clearly articulates Levitt LA's mission, programs, and impact to increase visibility and strengthen the organization's distinction amongst the city's cultural offerings. The Executive Director engages with the culturally diverse community of MacArthur Park, serving as the public face of the organization at every concert of the summer season.

This position takes the lead role in overall strategic, operational, financial, and administrative management. A priority for this individual is comprehensive fundraising, including cultivating and stewarding individual donors, overseeing a grant writer, managing the Board of Directors' fundraising efforts, soliciting and securing sponsorships, producing benefit events, and other creative revenue generating ideas. As a nonprofit arts organization, we are nimble and accomplish a great deal with the resources available.

The scope of responsibility also includes strategy and oversight of bilingual (English/Spanish) marketing/communications, community relations and outreach, audience development, and curation of the summer concert series; developing strategic partnerships; and monitoring organization performance and impact.

Levitt Pavilion Los Angeles Organizational Structure Chart 2023

Volunteer Board of Directors								
Full Time Executive Director								
Full Time Director of Community Relations & Partnerships	Full Time Director of Operations				Full Time Marketing Manager	Part Time Seasonal Programmers	Grant Writer Contractors	Full Time Development Associate
	Part Time Seasonal Production Crew	Part Time Seasonal Venue Manager	Bookkeeper Contractor	Press Relations Contractor				
Part Time Seasonal Interns		Part Time Seasonal Lawn Crew	Accountant Contractor	Graphic Design Contractor				
Part Time Seasonal Volunteers Community Outreach Specialists Contractors		Part Time Seasonal Hospitality Crew						
		Part Time Seasonal Groundskeeper						

Responsibilities

Leadership

Work closely with Levitt LA staff and Board of Directors to develop and implement a strategic plan, ensure strong fiscal health, sustain positive government and community relations, increase organization visibility, and advance the mission.

Fundraising

Develop and execute a robust annual fundraising plan, oversee grant writers, and manage and ensure that all funder expectations are met and delivered in a timely manner.

Human Resources & EDI

Hire and supervise salaried employees, oversee the Director of Operations' HR responsibilities, lead the biannual IATSE seasonal production crew contract negotiation process, establish a positive and healthy working environment, and lead Levitt LA in Equity, Diversity, and Inclusion learning and practices.

Financial Planning

Develop and manage, in collaboration with the Director of Operations and accounting contractors, an annual operating budget of approx. \$1.1M - \$1.3M including daily financial activities, annual audits and various budgets.

Program Oversight

Coordinate with City departments regarding venue maintenance and improvements. Oversee seasonal programmers, the Director of Operations, and their reporting Production Manager to ensure Levitt LA's series of live events is produced at the highest professional standards, is reflective of the community, and meets national Levitt Foundation programming guidelines.

Community Relations

Oversee the Director of Community Relations & Partnerships and ensure collaborative, productive, and respectful relationships with Community Advisory Council members, key stakeholders, community partners, and other related constituent groups.

Marketing

Oversee the Marketing Manager to strategize and implement bilingual (English/Spanish) communications, including marketing, public relations, social media, and grassroots outreach.

Risk Management

Identify, assess, and inform the Board of Directors of internal and external issues that may affect the organization; develop strategies and implement plans to address any such issues.

Qualifications

- Bilingual Spanish and English (preferred, but not required)
- Minimum 7 years nonprofit management experience, performing arts preferred
- Minimum 5 years development experience with demonstrated success in securing sponsorships, individual donations, and grants, as well as producing benefit events
- Previous experience managing a Board of Directors
- Familiarity with the histories and cultures of LA's diverse communities with a strong sensitivity in working with diverse cultures
- Experience in Equity, Diversity, and Inclusion practices including institutional and community healing
- Outgoing, approachable, and effective relationship-builder with excellent public speaking and written communication skills
- Self-motivated with a high degree of initiative and entrepreneurial spirit
- Budgeting and fiscal management skills
- Experience with marketing and public relations
- Innovative and strategic thinker with strong analytical and problem-solving abilities
- Superior abilities in organization and staff management, setting KPIs and meeting goals
- Willingness to work flexible hours, including nights and weekends (especially during concert season) and an ability to commit to being on-site at concerts (Friday through Sunday) from June - September
- Bachelor's degree or equivalent experience required
- Valid driver's license and current insurance required, with access to automobile to use during working hours; mileage and parking will be reimbursed by organization on a monthly basis

Compensation

Levitt LA works within a fixed-tier salary system based on level of responsibility within the organization to ensure an equitable, fair, and unbiased hiring process. Levitt LA believes salary levels should not be influenced by a candidate's negotiation skills. The Executive Director position is offered a fixed salary of \$110,000 which is 13.8% higher than the Director level salaries. Salaries increase equally for each staff member for inflation and are evaluated annually during the full organization transparent budgeting process. Medical insurance, 401K plus 3% employer match, robust vacation and PTO package, and mileage/cell phone reimbursement offered.

Location

The Levitt Pavilion Los Angeles venue is located in MacArthur Park and shares a mailing address with the Levitt Foundation in Echo Park. Staff work remotely from home with occasional team meetings at the Foundation offices, at the venue, or elsewhere. All staff are expected to be on site for all live in-person concerts, pop-up concerts, community engagements and fundraising events.

Application

Please email your cover letter and resume to levittlasearch@levitt.org including "Executive Director-YOUR NAME" in subject line.