



Job Opportunity Notice – Emergency Appointment

Gallery Attendant – Los Angeles Municipal Art Gallery

Salary Range - \$34,702.56 to \$52,137.36

City of Los Angeles Department of Cultural Affairs

The Los Angeles Department of Cultural Affairs is offering an emergency appointment opportunity to employees who meet the bulletin requirements for Gallery Attendant, Code 2442, and take the Gallery Attendant examination. The job opening is assigned to the Los Angeles Municipal Art Gallery located at 4800 Hollywood Boulevard in Barnsdall Park.

The Los Angeles Municipal Art Gallery's (LAMAG) mission is to engage and challenge residents and visitors through exhibitions that foster wonder, generate excitement and support learning. With an exhibition record going back to the early 1950s, the Gallery is one of the largest and oldest civic spaces that has been consistently exhibiting local, national and international contemporary artists within the region. The gallery is currently examining and re-positioning its exhibition and educational programs to be more aligned with the dynamic contemporary art scene emerging in Los Angeles.

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.

Job Description

A Gallery Attendant assists in the construction and installation of display units and in the operation and maintenance of an art gallery.

Job Duties

- Assists in maintaining art exhibits and galleries including opening and closing the gallery, patrolling the gallery to protect exhibits, collecting admission tickets, selling catalogs, prepares lecture halls and galleries for lectures, study classes, and special events by setting up such items as chairs, tables, speaking platforms, microphones, and projectors.
- Assists in the building, painting, finishing, and installation of exhibition display units;
- Assists in cutting, matting, and framing of paintings and prints;
- Assists in constructing and repairing crates and boxes for shipment of art works;
- Assists in hanging pictures and placing art objects in display cases;
- Assists in the operation and maintenance of a small carpentry shop;
- Operates a light truck or other vehicle in transporting such items as art objects, display cases; gallery supplies and equipment; receives and stacks incoming supplies;
- And may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Eligibility

The emergency appointment opportunity is open to all individuals who meet the following criteria:

1. Five hundred hours of volunteer or paid experience assisting in the operation and maintenance of an art gallery or museum, including the construction and maintenance of display units and protection of exhibits.
2. A general knowledge of the care, handling and display of valuable art objects or museum pieces; general knowledge of the operation, use, and maintenance of common hand and power tools; the ability to follow written and verbal instructions; and the ability to effectively relate to the public and co-workers.
3. Some positions may require a valid California Driver's License. A candidate may not be eligible for an appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at fault accidents, or a conviction of a major moving violation (such as DUI).
4. Physical requirements: Strength to perform average lifting of up to 35 pounds and occasionally over 75 pounds; body agility and equilibrium involved in activities such as climbing and balancing; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling; arm, hand, and finger dexterity with at least one hand involved in activities such as reaching, handling, and feeling; good speaking and hearing ability; and good eyesight.

Final selection will be based on a review of a cover letter, and resume demonstrating applicable qualifications as well as oral interviews to evaluate candidates based on a set of criteria related to skills, knowledge, abilities, and personal qualifications for the position. Interviewers may also contact present and former supervisors, as well as review City Personnel files (if applicable) as part of a candidate's evaluation. All candidates will be notified regarding the final results of the selection process.

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>. 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 "Gallery Attendant - Emergency Appointment." If you have any questions, please contact Jacyn Clayton at (213) 482-6727. This opportunity will remain open until sufficient resumes are received.