



**Job Opportunity Notice – Emergency Appointment
Art Instructor I
Barnsdall Art Center and Lincoln Heights Youth Arts Center
Salary Range \$ 47,209.68 - \$ 69,029.28
Cultural Affairs**

The Los Angeles Department of Cultural Affairs is offering an emergency appointment opportunity to candidates who meet the bulletin requirements for Art Instructor I, Code 2447-1, and take the Art Instructor examination. The job openings are assigned to the Barnsdall Art Center and Lincoln Heights Youth Arts Center. The Barnsdall Art Center is located at 4800 Hollywood Boulevard in Barnsdall Park and the Lincoln Heights Youth Arts Center is located at 2911 Altura Street, 2nd Floor in Lincoln Heights. The Emergency Appointment Art Instructor I must be qualified to apply to take the Civil Service exam and will have an opportunity to compete for the permanent full-time position. However, selection as a permanent full-time Art Instructor I is not guaranteed.

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

The Art Instructor teaches visual, performing, and communications arts to classes of children, youth, and adults; designs, implements and coordinates the art instruction program of a center; and teaches interpretation programs in arts or architecture at arts centers, museums, and historic sites operated by the City, including:

- Planning, designing, coordinating and implementing arts education instruction and training programs in the craft, media, visual and performing arts, including painting, drawing, photography, ceramics, jewelry making, animation, cartooning, computer graphics, printmaking, music, dance, and theater; and
- Teaching children, youth and adult classes and workshops in the craft, media, visual and performing arts in Department of Cultural Affairs (DCA) art and cultural centers, and entities (public schools, private schools, parochial schools, hospitals, convalescent centers, youth service centers, senior citizen centers, nursing homes, etc.) with whom DCA partners; and
- Preparing promotional and marketing materials – class schedules, flyers, brochures – for schools, community centers, art galleries and museums, youth service organizations, and other resources – for current and prospective teaching artists, lecturers, and volunteers.

Eligibility

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

1. Graduation from an accredited four-year college or university with a major in fine arts, performing arts, art history, architectural history, or arts education; **and**
2. Paid experience equivalent to two years instructing in the arts or arts education.
3. A valid California driver's license is required.
4. Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; arm, hand, and finger dexterity with at least one hand for manipulation of art media; good speaking and hearing ability; and good eyesight.
5. Persons with medical limitations may, with reasonable accommodations, be capable of performing some of the duties of the position. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

SELECTION PROCESS

Final selection of a candidate will be based on a review of resume and applicable qualifications as well as an oral interview with emphasis on the duties and requirements of the position as stated above. 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 "Art Instructor – Barnsdall Art Center – Emergency Appointment" or "Art Instructor – Lincoln Heights Youth Arts Center-Emergency Appointment". Candidates may apply for both positions. If you have any questions, please contact Jacyn Clayton at (213) 482-6727. Opportunity will remain open until sufficient applications have been received.