

# GALLERY ATTENDANT

Class Code: 2442

Open Date: 04-26-19

Revised: 05-07-19

**(Exam Open to All, including Current City Employees)**

## **ANNUAL SALARY**

\$35,663 to \$52,137

## **NOTE:**

Annual salary is at the start of the pay range. The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.

## **DUTIES**

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

## **REQUIREMENT/MINIMUM QUALIFICATION**

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.

## **PROCESS NOTES**

1. **In addition to the regular City application, all applicants must complete a Gallery Attendant Qualifications Questionnaire at the time of filing. The Gallery Attendant Qualifications Questionnaire is located within the Supplemental Questions section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.**
2. Some positions may require a valid California driver's license. Candidates 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).
3. Applicants must be able to lift weights of over 50 pounds and use common hand and power tools in the construction of display cases and stands.
4. Weekend and evening work may be required.

## **WHERE TO APPLY**

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <https://www.governmentjobs.com/careers/lacity>.

## **NOTE:**

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

## **APPLICATION DEADLINE**

Applications and Qualifications Questionnaires must be received by **THURSDAY, MAY 16, 2019.**

## **AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

For additional information and FAQs regarding the City's hiring process, please go to: <http://per.lacity.org/index.cfm?content=employmenttestingprocess>

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the selection process in the following order: 1) Applicants currently employed by the City of Los Angeles who meet the minimum requirements, or are on a reserve list; 2) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received or by qualifications review. Applications submitted during the filing period may be kept on file in the event that additional applicants need to be tested to meet hiring needs.

**QUALIFICATIONS REVIEW**

Should a large number of qualified candidates file for this examination, each candidate's qualifications for the position of Gallery Attendant may be evaluated based on the candidate's Qualifications Questionnaire. Those candidates considered possessing the greatest likelihood of successfully performing the duties of a Gallery Attendant, based solely on the information submitted for qualifications review, will continue in the selection process.

**SELECTION PROCESS**

**Examination Weight: Interview ..... 100%**

The examination will consist entirely of an evaluation of technical and personal qualifications by interview. In the interview, emphasis may be placed on the knowledge of: the care, handling, installation, and display of valuable art objects or museum pieces; museum and gallery procedures sufficient to maintain and protect art exhibits; project coordination sufficient to oversee a project from the beginning to end; and the ability to coordinate and set up educational and public programming; ensure that professional gallery or museum standards are met through close attention to detail; manage databases and order supplies; use computer programs, relevant websites, and popular social media platforms to assist with the marketing and promotions of exhibits and events; follow written and verbal instructions; interact tactfully and effectively with the public and other staff members sufficient to maintain a positive working environment; relay curator intentions by accurately interpreting and conveying information about programs and artwork in exhibits; facilitate a positive visitor experience sufficient to encourage the appreciation of art and personal growth; communicate effectively with peers and supervisors; and other necessary knowledge, skills, and abilities.

Candidates will be notified by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **JULY 8, 2019 to JULY 19, 2019.**

**NOTES:**

1. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
2. Applications accepted are subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. A final average score of 70% is required to be placed on the eligible list.
4. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

**NOTICE:**

*If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position. All City employees are required to be Disaster Service Workers.*

**THIS EXAMINATION IS TO BE GIVEN ONLY  
ON AN OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.