

PERFORMING ARTS PROGRAM COORDINATOR

Class Code: 2430

Open Date: 05-10-19

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$52,742 to \$77,130 and \$62,264 to \$91,036

NOTES:

1. 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.
2. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

DUTIES

A Performing Arts Program Coordinator plans, schedules, coordinates and directs the work of support staff engaged in conducting performing arts programs, technical production activities, and/or box office and patron service operations; promotes public interest in the performing arts through Citywide programs involving citizen and professional participation in musical groups, drama, dance, and musical stage presentations; evaluates and prepares reports on policies and programs affecting the department and the local performing arts community; analyzes and prepares business and financial reports relative to theater operations; prepares and manages budgets for specific activities; applies sound supervisory principles and techniques in building and maintaining an effective workforce; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS/MINIMUM QUALIFICATIONS

1. Graduation from an accredited four-year college or university; **and**
2. Two years of full-time paid 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.

Applicants who lack the required education may substitute one year of full-time paid experience for each year of education lacking.

PROCESS NOTES

1. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.
2. Candidates completing the exam process will be contacted by the Personnel Department to provide required proof of qualifying degree and/or coursework.

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.

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>

APPLICATION DEADLINE

Applications must be received by **THURSDAY, MAY 23, 2019.**

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 based on a random sampling of those qualified candidates. 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.

SELECTION PROCESS

Examination Weight: Essay Advisory
Interview 100%

The examination will consist entirely of an evaluation of training, experience and personal qualifications by interview. In the interview, the following competencies may be evaluated: Supervision; Fiscal Management; Customer Service; Flexibility; Written Communication; Program Responsibility; Community Relations; and Job Knowledge, including knowledge of: available arts resources in the Southern California area; event production principles and requirements, such as best safety practices, stage union rules and requirements, staffing/crew requirements, audience/performer services, and required sound, lighting, and computer equipment; effective modes of communication in marketing, such as digital, print, and broadcast; how to assess programs and events on the basis of cultural relevance, accessibility, and other relevant performance goals through metrics; and other necessary knowledge, skills, and abilities.

Additional job analysis information can be obtained by going to <http://per.lacity.org/index.cfm?content=jobanalyses> and clicking on Competencies under Performing Arts Program Coordinator.

Prior to the interview, applicants will be required to prepare some written material related to the duties and responsibilities of a Performing Arts Program Coordinator. This essay material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidates' qualifications. Those who do not complete the advisory essay will not be invited to the interview and will be considered to have failed the entire examination. To be considered complete, the advisory essay must include a substantive response for each question or problem included in the advisory essay for which a candidate is required to provide an answer.

The advisory essay will be administered on-line. Applicants invited to participate in the examination will receive an e-mail from the City of Los Angeles outlining the specific steps on how to complete the on-line advisory essay. It is anticipated that the on-line advisory essay will be administered between **JUNE 3, 2019 to JUNE 10, 2019**. Additional instructions will be sent via e-mail.

Candidates will be notified by e-mail of the date, time, and location of the interviews, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **JULY 15, 2019 TO JULY 26, 2019**.

NOTES:

1. This examination is based on a validation study.
2. Applications are accepted 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. 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.
4. A final average score of 70% is required to be placed on the eligible list.
5. 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.