

**CITY OF LOS ANGELES DEPARTMENT OF CULTURAL AFFAIRS
MARKETING, DEVELOPMENT, DESIGN, AND DIGITAL RESEARCH DIVISION**

PART-TIME ARTS ASSOCIATE POSITION DESCRIPTION: PROJECT MANAGEMENT

The Department of Cultural Affairs (DCA) is seeking a part-time Arts Associate to provide support to the Marketing, Development, Design, and Digital Research Division's Senior Project Coordinator for ongoing projects including:

- Metrics collection and analysis for DCA;
- The Promise Zone Arts South LA project;
- The Community Arts Center Online Class Registration System project and the Watts Towers Virtual Accessibility Experience project;
- Administering the CNRA - State Specified Grant (General Fund) to the Little Tokyo Service Center;
- Assisting with management of the Council Civic Fund.

This position will support DCA's Marketing, Development, Design, and Digital Research Division, and work in collaboration with DCA staff, City Council staff, artists, arts organizations, and community groups.

DUTIES AND RESPONSIBILITIES

- Prepare, review, and edit memos, reports, and contracts
- For the Promise Zone Arts Initiative: manage databases, database migration, monitor work schedules, conduct research, and other duties as necessary
- Support implementation of a community arts center online class registration system
- Research and review potential vendors, and vendor RFQ responses for Watts Towers Virtual Accessibility Experience initiative
- Support DCA onboarding process redesign
- Scheduling, attending, and maintaining a written summary of meetings
- Resolve administrative and other problems related to the ongoing implementation projects
- Preparing reports and documentation as necessary
- Facilitate workflow
- Analyze, develop, install, modify, and review systems and procedures
- Prepare routine inter-office memos, letters, and reports regarding arts policy and other subject matter
- Monitor and coordinate existing art programs
- Procure supplies, materials, and equipment.
- Occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies as assigned

DESIRED QUALIFICATIONS

- The ideal candidate will have at least a B.A. in any field within the arts or humanities.
- Working knowledge of basic principles, practices, methods, and techniques of arts administration including community and public art programming and cultural grants administration.
- General knowledge of community-based and regional arts institutions.
- An understanding of basic principles, practices, methods, and techniques of public administration and management.
- Strong ability to gather factual information and conduct research within the arts community and present recommendations that are clear, concise, logically developed, and convincing.
- The ability to analyze and evaluate data pertaining to DCA metrics and performance management.

- Deal tactfully and effectively with the public, management, supervisors, and other employees, contractors, developers, grant applicants/awardees, and Council and Mayoral offices.

CONDITIONS OF EMPLOYMENT

This is a part-time exempt position with a maximum of 20 hours per week for approximately \$24.62 per hour, commensurate with experience. This position does not include health benefits, vacation, or sick time. Part-time positions accrue compensated time-off after six months in the position. Must have valid California driver's license and the ability to lift up to 30 pounds. The job is located at DCA's main office in Downtown Los Angeles.

COVID-19 REQUIREMENTS

In accordance with Los Angeles City Ordinance 187134, candidates must meet the minimum requirement of being fully vaccinated against COVID-19 or receive an exemption and report their vaccination status prior to being hired by DCA. The ordinance is available at https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf.

TO APPLY

Interested applicants should submit:

- 1) a one-page cover letter explaining the applicant's qualifications, skills, and specific interests in this position;
- 2) a professional resume;
- 3) a writing sample (academic paper, essay, grant, or other sample - maximum 3 pages).

The above items should be emailed to Andy Horwitz at Andy.Horwitz@lacity.org, with "MDDDRD Part-Time Position" included in the subject line. Submissions should be emailed by 11:59PM on Friday, **August 19, 2022**.

No phone calls please.