



**Barnsdall Junior Arts Center**  
Department of Cultural Affairs

**Administrative Intern**

Employer : City of Los Angeles  
Department of Cultural Affairs (DCA)  
Part-Time: Up to 20 hrs /week  
Pay Rate: \$17.50 per hours

The Barnsdall Junior Art Center (BJAC), located in Barnsdall Art Park in Hollywood seeks an Administrative Assistant. This is a part-time, as needed position and is not eligible for benefits.

Barnsdall Junior Arts Center (BJAC) nurtures the imaginations of children and young people in their artistic development. A fixture of the Los Angeles arts education community since 1967, BJAC continues to build on its national reputation as one of only a few distinguished institutions devoted to excellence, originality, public service, and artistic creativity. The center's small, dynamic classes support families, children, and young people in discovering their creative processes in mediums ranging from visual to performing arts. The staff and teaching artists are steadfast in their belief that arts education develops curiosity and builds confidence which leads to thriving and culturally rich communities. BJAC is a facility of the City of Los Angeles Department of Cultural Affairs (DCA).

The Administrative Assistant for Barnsdall Junior Arts Center is responsible for supporting the core programming at the BJAC. Providing this support will be vital in helping the center staff stay organized and efficient while running our world renowned arts education program. Duties may include ensuring filing and documentation is kept up to date, customer service - via email, phone, or greeting visitors.

**Key responsibilities include but are not limited:**

- Updating information and records

- Dealing with queries by phone and email
- Greeting visitors at reception
- Assisting in tracking of purchase orders and deliveries
- Taking minutes at meetings
- Drafting emails and reports
- Scanning, printing and photocopying
- Keeping track of office supplies
- Maintaining Google Drive for each session's programming
- Assisting in track of inventory of office supplies, art materials and equipment

### Qualifications

- Interest in arts and community art
- Personable, punctual, and positive attitude
- Be thorough and pay attention to detail
- Self-starter and team player
- Customer service experience
- Excellent oral and written communications skills
- Ability to multi-task and flexibility with day to day tasks
- Familiarity with Google Suite, Zoom and Adobe Creative Suite preferred

### Requirements

- Able to work onsite as well as remotely, some weekends and evening availability
- Must have valid California Driver's license with reliable form of transportation
- High school diploma or GED required

Physical Requirement :Must be able to stand for extended periods; sit for extended periods; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 the hiring City department. The ordinance is available at [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)

### To Apply:

Please email resume and cover letter to [sarah.shin@lacity.org](mailto:sarah.shin@lacity.org) by **November 4th, 2022** with the subject: **Administrative intern for BJAC**. Final selection will be based on a review of the cover letter and resume, as well as an oral interview. Interviewers may also

contact present and former supervisors, as well as review City Personnel files (if applicable) as part of a candidate's evaluation.

Due to the volume of applications that we receive, we are unable to respond to phone calls and emails regarding the status of applications and the recruiting process.