



## **Job Opportunity Notice - Emergency Appointment**

### **PERFORMING ARTS PROGRAM COORDINATOR – BARNSDALL GALLERY THEATRE**

**Salary Range \$56,877.12 - \$83,185.92**

#### **Department of Cultural Affairs**

The City of Los Angeles Department of Cultural Affairs is offering an emergency appointment opportunity at the Barnsdall Gallery Theatre, located in the Barnsdall Art Park at 4814 Hollywood Blvd, Los Angeles, CA 90027. This is a limited-term appointment, and candidates are expected to apply for the regular appointment when the civil service examination is offered. Selection as a permanent full-time Performing Arts Program Coordinator 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.

#### **Position Overview**

A pro-active and collaborative member of the Performing Arts (“PERF”) leadership team based at the Barnsdall Gallery Theatre (“BGT”), The **Performing Arts Program Coordinator** will serve as the director of the BGT and will oversee the venue’s daily operations, including tracking and processing all finances, supervising the full-time, part-time and over-hire staffs, coordinating the maintenance of the physical plant and the theatrical equipment, identifying and developing new rental income opportunities, contributing to the Performing Arts fundraising efforts and deeply engaging with the community, as the “public face” of the Barnsdall Gallery Theatre, PERF and the DCA. Some nights and weekends are required, depending on rehearsals and performance times.

Owned and managed by DCA, and located in the heart of East Hollywood, BGT is a an intimate, 299-seat theatrical venue that hosts live theatre, dance, music, spoken word, lecture, film, community gatherings, and special events.

#### **Duties and Responsibilities**

##### *Bookkeeping & Finances*

- Maintain orderly and transparent administrative processes, aligned with industry best practices and DCA protocols
- Delineate and communicate benchmarks and metrics for evaluating programming effectiveness
- Oversee the processing and administration of all forms of receivables including approval of deposits into the appropriate DCA bank account
- Oversee the processing and administration of all payables and expenses, including payroll, and contractors’ and vendors’ invoices

- With PERF Director and DCA accounting staff, oversee reconciliation and preparation of BGT operating budgets, monthly statements, P&Ls, and balance sheets
- With PERF leadership team, develop multiple-year plans for the BGT

#### *Contracts Management*

- Maintain quality customer service and professionalism by establishing, encouraging, and modeling high-performance standards
- Ensure that renters and artists, and/or their representation, execute and enforce all agreements, including negotiating special production terms
- Coordinate with PERF Director to ensure that contracted production requirements are reasonable and met on time, within budget
- Oversee the timely processing and administration of completed contracts with the DCA accounting office
- Ensure renters' compliance with laws and union requirements
- Attend PERF production planning meetings

#### *Community Engagement*

- Partner with PERF Director and DCA Marketing to develop, execute and oversee engagement efforts, reinforcing PERF brand in the BGT's community
- Cultivate and maintain relationships within the neighborhood and beyond to further the arts integration work of PERF and DCA
- Nurture relationships within the community, seeking potential artists for programs
- With the PERF Director, create educational programming, outreach services and engagement activities, as well as public use of the BGT's spaces to meet the needs of LA's diverse communities
- Represent local artists and programs in the community
- Be onsite as point person for facility tours (some nights and weekends required)
- Represent local artists and programs from and in the community
- Advocate with the PERF for arts programming that involves audiences of all ages and backgrounds in learning about and through the arts
- Demonstrate the DCA and PERF's commitment to and regional leadership role in arts integration
- Partner with PERF Director and DCA Marketing to coordinate, promote, host, and execute local community events at BGT that showcase PERF and DCA's commitment to regional arts
- Foster a positive atmosphere that establishes DCA, PERF and BGT as a resource for local events and community endeavors; ensuring investment
- Solicit feedback, suggestions, and new ideas from the BGT's community

#### *Property & Building Management*

- Coordinate with City's General Services to schedule and supervise the regular cleaning, maintenance, and security of all aspects of the facility, including the front and back of the house, the building's interior and exterior before, during, and after rentals, budgeting personnel, and supplies accordingly
- Provide an update aging reports for equipment and capital purchases
- Ensure that all BGT licenses and permits are current and in good standing, and the facility is in compliance with building codes
- Determine technology needs for the facility, conveying needs to DCA through PERF
- Request proposals and evaluate bids for work or services at BGT

### *Staff Supervision*

- Increase staffs' effectiveness through recruitment and ongoing training
- Communicate clearly to all staff DCA policies and procedures
- Direct tasks and regularly evaluate the work of full-time and over-hire staff
- With PERF Arts Manager, calendar and coordinate Front of House and Backstage staffing as needed for rentals and facility events
- Hire and evaluate part-time, over-hire labor
- Support staff professional and technical development through training

### **Fundraising:**

#### *Resource Development*

- Continue to reinforce DCA and PERF brand and image through print collateral
- Identify and cultivate new renters through service and industry networks
- Maintain and keep current a database of all renters
- Actively follow up on all renter leads and connections
- Promote community engagement through membership in civic groups

#### *Proposals & Sponsorships*

- With the DCA Development staff, research, compose, and submit grant applications and proposals to support the BGT's expanded programming
- With the PERF team, research and approach funders interested in naming opportunities and major gifts for capital improvements

Additional duties and support of the PERF team as directed by the PERF Director.

### **Eligibility**

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

1. Graduation from a recognized conservatory, or 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.

Desirable candidates will possess demonstrable experience in managing theater business functions, contract management, City systems, accounting/financials, and theater operations and producing productions as well as a background with technical/crew and house/production staff, ticketing operations, and facility management are highly desirable. Knowledge of industry standards including GAAP (Generally Accepted Accounting Principles), FASB (Financial Accounting Standards Board), Actors Equity, IATSE, USA (United Scenic Artists), and labor law as well as proficiency in producing financial spreadsheets and budget proposals, and use of Excel, Microsoft Word, Google Docs, and PowerPoint are a plus. Familiarity with social media, event management tools, ticketing systems, multidisciplinary event production, and the LA performing arts scene is a plus.

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](mailto:jacyn.clayton@lacity.org). The subject line of the e-mail should read "Performing Arts Program Coordinator – Barnsdall Gallery Theatre." If you have any questions, please contact Jacyn Clayton at (213)482-6727. **Open until November 28, 2022.**