Job Opportunity Notice – Emergency Appointment*

Gallery Attendant - Community Arts Division

Watts Towers Arts Center at the Watts Towers Arts Center Campus

Salary Range - $38,210.40 to $57,420.00

City of Los Angeles Department of Cultural Affairs

The City of Los Angeles Department of Cultural Affairs is offering an emergency appointment opportunity to employees who meet the bulletin requirements for Gallery Attendant, Code 2442, and take the Gallery Attendant examination. The job opening is assigned to the Watts Towers Arts Center located at 1727 East 107th Street in the Watts Towers Arts Center Campus.

**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.

The Gallery Attendant at the Watts Towers Arts Center assists in the construction and installation of art exhibition displays under the direction of the curator; in the operation and maintenance of the art gallery; provides tours of the internationally known Watts Towers of Simon Rodia to the general public and to visiting schools through the Education Program; gallery attending and assisting with maintenance of the Garden Studio Gallery.

**Job Responsibilities**

- Assists in maintaining art exhibits and galleries including opening and closing the facility, patrolling the gallery to protect exhibits, collecting admission tickets, preparing and setting up of galleries for classes, special meetings, and events, by setting up such items as chairs, tables, speaking platforms, microphones, and projectors;
- Aids in the building, painting, finishing, and installation of exhibition display units;
- Performs light construction duties and gallery studio carpentry as assigned;
- Handles artwork: receiving, inspecting and condition reporting;
- Assists in hanging pictures and placing art objects in display cases;
- Supports the operation and maintenance of a small carpentry shop;
- Operates a light truck or other vehicle in transporting such items as art objects, display cases, gallery supplies and equipment;
• Takes inventory of various supplies, objects and equipment;
• Assists in implementing COVID-19 protocol, various maintenance and sanitizing duties;
• Other duties include assisting with the maintenance and surveying of the aesthetic appearance of the Campus: trouble shooting for liabilities, reporting property damage and suspicious or prohibited activities; the distribution of educational materials and equipment to students/families; office skills such as computer proficiency, filing and answering phones. Additionally, the Gallery Attendant is required to work a regular weekend schedule and may work late hours.

Eligibility
The emergency appointment opportunity is open to all individuals who meet the following criteria:

1. 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.
2. A general knowledge of the care, handling and display of valuable art objects or museum pieces; general knowledge of the operation, use, and maintenance of common hand and power tools; the ability to follow written and verbal instructions; and the ability to effectively relate to the public and co-workers.
3. Some positions may require a valid California Driver’s License. A candidate 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).
4. Physical requirements: Strength to perform average lifting of up to 35 pounds and occasionally over 75 pounds; body agility and equilibrium involved in activities such as climbing and balancing; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling; arm, hand, and finger dexterity with at least one hand involved in activities such as reaching, handling, and feeling; good speaking and hearing ability; and good eyesight.

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

How to apply
Interested candidates should submit, resume, and completed City application, which can be downloaded at http://per.lacity.org/application.pdf. Application materials must be emailed as a single PDF to jacyn.clayton@lacity.org by December 29, 2022. The subject line of the email should read "Gallery Attendant, Watts Towers Youth Arts Center.” If you have any questions, please contact Jacyn Clayton at (213) 482-6727.

Final selection will be based on a review of resume and applicable qualifications as well as an oral interview to evaluate candidates based on the desired qualifications related to skills, knowledge, abilities, and personal qualifications for the position. Interviewers may also contact present and former supervisors, as well as review City Personnel files as part of a candidate’s evaluation.