JOB OPPORTUNITY NOTICE

Arts Manager – Los Angeles Municipal Art Gallery
Part-time, as needed (up to 20 hours per week)
Hourly Pay Rate: $30.94 per hour

The City of Los Angeles Department of Cultural Affairs (DCA) is seeking a part-time Arts Manager (up to 20 hours per week) for its Los Angeles Municipal Art Gallery (LAMAG) location. Established in 1954, LAMAG is the longest running institution in Los Angeles devoted solely to exhibiting art. The gallery focuses on artists from Los Angeles – in particular underrepresented artists whose work may not otherwise have found a platform. The exhibitions, educational and public programs aim to inspire conversation about the contemporary issues and ideas that resonate most with the people of Los Angeles.

Reporting to the Art Center Director III, the Arts Manager will support exhibition development, exhibition installation, exhibition maintenance, and Gallery operations.

DUTIES AND RESPONSIBILITIES
The Arts Manager’s key responsibilities include, but are not limited to, the following:

- Assists in developing and managing exhibition timelines, schedules, staffing, and project budgets
- Assists in managing the production, fabrication and installation of exhibitions, including artist commissions, exhibition graphics, signage, wall labels, painting, display fixtures and lighting to ensure the highest quality within available resources
- Assists in managing the City Hall Bridge Gallery program and related requests
- Maintains records on artwork loans and prepares related paperwork
- Works closely with a team including Art Curators, Exhibit Preparators, Arts Associates, Gallery Attendants, artists, and partners to ensure exhibitions are installed in line with the set timeline, schedule, Gallery's professional standards, and Curators' vision
- Provides exhibition and Gallery-related administrative support as needed, including filing, correspondence, and scheduling meetings
- Abides by and upholds all City, Department, and Gallery protocols, policies, and procedures
- Occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies

MINIMUM REQUIREMENTS

- A bachelor’s degree from an accredited four-year college or university with a major in Arts (design, literary, media/communication, performing, and/or visual), Cultural Studies, Art History, Art Administration, or a closely related field; OR
- An associate of arts degree from an accredited two-year college with a major in Arts (design, literary, media/communication, performing, and/or visual), Cultural Studies, Art History, Art Administration, or a closely related field, including completion of 9 semester units or 14 quarter units in the fields listed AND
- Four (4) years of paid, progressively responsible experience within the last ten years in exhibition project management and coordination, preparation, construction, design, and installation at an art gallery, non-profit arts organization, or museum, including at least two (2) years of management experience; or an equivalent combination of education and experience. Experience must include demonstrated success in the management of major projects at an art gallery, non-profit arts organization, or museum.

Los Angeles Municipal Art Gallery is managed by the City of Los Angeles Department of Cultural Affairs.
DESIRABLE QUALIFICATIONS

- A proactive, solutions-orientated, and diplomatic problem solver
- Outstanding organizational, oral, and written communication skills
- A meticulous approach to individual and team-oriented work, punctuality, and a strong attention to detail
- Strong interpersonal skills and a dedication to work well with everyone in a fast-paced work environment
- Flexibility in meeting shifting priorities with proven ability to simultaneously work on several projects and successfully meet multiple deadlines
- Knowledge of techniques and materials related to art displays and exhibitions including storage, packaging, shipping, and display techniques for various art works such as painting, photography, film/video, and sculpture
- Knowledge and experience to safely operate woodshop tools and power equipment such as jig saws, miter saws, table saws, electric tools, hand tools, ladders and scissor lifts, to construct and accommodate art gallery displays
- Proficient in Microsoft Office and Google Suite
- General knowledge of safety practices and procedures
- Experience with Adobe Creative Suite and Sketch Up a plus

CONDITIONS OF EMPLOYMENT

This is a part-time, as-needed/at-will position with a maximum of 20 hours per week. Must be available to work on-site at LAMAG (4800 Hollywood Blvd., Los Angeles, CA 90027) during the week and some weekends as needed. Working hours are between 9 AM and 5:30 PM PST. 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 a valid California driver's license and the ability to lift up to 30 pounds.

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

All interested candidates should prepare and submit a resume, cover letter and two (2) references via email to employLAMAG@lacity.org with “LAMAG Arts Manager Part-Time Position” included in the subject line. Submissions must be emailed and received by 5:00 PM PST on Thursday, December 29, 2022.

The top candidates will be invited for interviews until the position is filled. Final selection will be based on a review of the resume, cover letter, and 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/or emails regarding the status of applications and the recruiting process.