JOB OPPORTUNITY NOTICE

Exhibit Preparator – Los Angeles Municipal Art Gallery
Part-time, as needed
Hourly Pay Rate: $23.02 per hour

The City of Los Angeles Department of Cultural Affairs (DCA) is seeking a part-time Exhibit Preparator 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.

The Exhibit Preparator performs at a professional level all duties relating to the art handling, transportation, installation, and de-installation of art exhibitions. The Exhibit Preparator may be assigned work at additional DCA operated facilities and programs.

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

- Assists in the physical operation of the gallery and performs tasks involving artwork storage, packaging, condition reporting, shipping, receiving, transportation, and installing art exhibitions
- Maintains records and is responsible for the condition reporting, assembling, care, and maintenance of exhibiting artwork and ensures compliance with insurance or loan agreements
- Arranges, assembles, maintains, and dismantles materials and display structures used in art exhibitions
- Hangs and focuses lights according to an exhibit design using contemporary lighting consoles and selects proper lighting equipment for artwork based on material sensitivity
- Maintains security measures related to the operation and maintenance of art exhibitions during installation and de-installation
- Assists in the orderly maintenance of the wood shop, storage vault, and other related areas
- Frames, mounts, labels, places, and/or hangs various objects of art ensuring that aesthetic and safety standards are met
- Operates, maintains and properly stores equipment such as power tools, painting equipment, and other equipment used
- Drives City truck to safely transport art objects
- Arranges for necessary upkeep, restoration, framing, and reframing of art works in coordination with Art Curators and other staff
- Designs and constructs artwork displays and support structures as needed
- 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

DESIRED QUALIFICATIONS

- Strong organizational, oral, and written communication skills
- Strong interpersonal skills and a dedication to work well with everyone in a fast-paced work environment
• A meticulous approach to individual and team-oriented work, punctuality, and a strong attention to detail
• Experience processing, documenting, cataloging, condition reporting, installing, and de-installing various art works in a professional art gallery, non-profit arts organization, or museum setting
• Knowledge of techniques and materials related to art gallery displays and exhibitions including storage, packaging, shipping and display techniques for various art works such as paintings, photography, film/video, and sculpture
• Understanding of basic concepts of drawing, painting, commercial art, and design
• Knowledge and experience in art gallery lighting principles and techniques
• Knowledge of computer systems, software, and hardware related to the operation of an art gallery
• Knowledge and experience with installing and troubleshooting AV equipment such as electronic media files, media players, projectors, monitors, and sound equipment
• Knowledge of necessary storage, safety, and handling methods for exhibiting art works
• Knowledge and experience safely operating woodshop tools and power equipment such as jigsaws, miter saws, table saws, electric tools, hand tools, ladders, and scissor lifts to construct and accommodate artwork displays and exhibitions
• 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. 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 Exhibit Preparator 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.