



**City of Los Angeles Department of Cultural Affairs**

**JOB OPPORTUNITY NOTICE  
ARTS ASSOCIATE (PART-TIME)**

Notice Open Date: **January 6, 2023**

Employer: **City of Los Angeles**

Department: **Department of Cultural Affairs (DCA)**

Division/Section: **Community Arts Division**

Program: **Public Programs/Outreach - Los Angeles Municipal Art Gallery**

Hourly Pay Rate: **\$25.80**

Benefits: **No benefits**

Job Location: **4800 Hollywood Blvd., Los Angeles, CA 90027**

Type: **Part-Time / 1070** (as-needed, up to 20 hours per week, not to exceed 1040 hours per year)

**PROGRAM OVERVIEW**

The City of Los Angeles Department of Cultural Affairs (DCA) is seeking a part-time Arts Associate (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 Curators, the Arts Associate will support the development, implementation and coordination of public programs, educational and promotional materials, and general outreach efforts.

**DUTIES AND RESPONSIBILITIES**

The Arts Associate's key responsibilities include, but are not limited to, the following:

- Provides public programming administrative support including filing, accounting, correspondence, timelines, and scheduling
- Assists with research, development and implementation of public programs and related materials including artist talks, performances, panels, gallery guides, and video features
- Assists with designing all interpretative texts, print and digital materials including vinyl, wall labels, postcards, banners, posters, and educational guides
- Develops, writes and creates digital content to promote exhibitions and public programs such as social media posts and web posts
- Facilitates press and related public inquiries regarding exhibitions and public programs
- Assists with drafting visitor surveys, data evaluation, and reports relating to exhibitions, public programming, and outreach efforts
- 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**
- Two (2) years of paid experience within the last ten years assisting or coordinating exhibitions or programs at an art gallery, non-profit arts organization, or museum; or an equivalent combination of education and experience.

### **DESIRED QUALIFICATIONS**

- Outstanding organizational, oral, and written communication skills
- A meticulous approach to individual and team-oriented work, punctuality, and a strong attention to detail for completing assignments from start to finish
- 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 and experience with graphic design for print and digital materials
- Knowledge and experience with social media and websites
- Interest in contemporary art and public programming in Los Angeles
- Highly proficient in Adobe Creative Suite
- Proficient in Microsoft Office and Google Suite
- General knowledge and experience with research, surveys, data evaluation, and reports preferred

### **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 at least one (1) weekend day. 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 25 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/online/docs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf).

### **HOW TO APPLY**

All interested candidates should prepare and submit a resume, cover letter, a writing sample (academic paper, essay, press release, grant, or other sample - maximum 3 pages), and two (2) references via email to [employLAMAG@lacity.org](mailto:employLAMAG@lacity.org) with "LAMAG Arts Associate Part-Time Position: Public Programs and Outreach" included in the subject line. **Submissions must be emailed and received by 5:00 PM PST on Thursday, January 26, 2023.**

### **METHOD TO EVALUATE CANDIDATES**

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, writing sample, 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

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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.