



## City of Los Angeles Department of Cultural Affairs

### Job Opportunity Notice

Hourly Pay Rate: \$25.80 per hour

The Department of Cultural Affairs (DCA) is seeking a part-time Arts Associate to provide support to the Marketing, Development, and Design Strategy's Division Director, Public Information Director, and Digital Communications Manager in: creating and managing thematic and yearly calendars; managing digital assets; and compiling, drafting and editing documents including talking points, website and social media copy, and press releases. This position will support DCA's Marketing, Development, Design, and Digital Research Division, and work in collaboration with DCA staff, City Council staff, artists, arts organizations, and community groups.

#### DUTIES AND RESPONSIBILITIES

- Office tasks such as filing, drafting weekly reports, and writing newsletters
- Proofreading and editing copy
- Updating and maintaining web site content and media and contact lists
- Managing databases, and publications archive
- Assisting with marketing programs, publications, reports, and projects
- Creating social media content
- Responding to questions and requests for information from division directors or the public
- Booking conference calls, rooms, etc.
- Assisting other DCA programs as required
- Updating web content for DCA websites
- Design and edit digital graphics and visual content
- Processing print projects, invoice payments
- Filming and taking photographs at programs and events for web and social media communications
- Assist in compiling and organizing DCA annual calendar

#### DESIRED QUALIFICATIONS

- The ideal candidate will have at least a B.A. in any field within the arts or humanities. Strong communication skills and the ability to work within diverse communities are expected. Must possess excellent interpersonal, writing, editing, proofing, and organizational skills, and pay close attention to detail. Ability to use Microsoft Office required and knowledge of design software, digital asset management tools, and Wordpress preferred. Experience creating and editing images and digital, image, video, and graphic files. Must be able to work independently, quickly, and efficiently on multiple projects and follow City procedures. Knowledge in the drafting, development and review of publishing products. Familiarity with arts programming, and the marketing of culture and arts programs.

#### CONDITIONS OF EMPLOYMENT

This is a part-time exempt position with a maximum of 20 hours per week for approximately \$25,80 per hour, commensurate with experience. 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 valid California driver's license and the ability to lift 20 to 25 pounds. The job is located at DCA's main office in Downtown Los Angeles.

**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](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf).

**TO APPLY**

Interested applicants should submit: 1) a one-page cover letter explaining the applicant's qualifications, skills, and specific interests in this position; 2) a professional resume; 3) a writing sample (academic paper, essay, grant, or other sample - maximum 3 pages). Please email documents to [juan.garcia@lacity.org](mailto:juan.garcia@lacity.org). No phone calls please.