City of Los Angeles Department of Cultural Affairs
Performing Arts Division

JOB OPPORTUNITY NOTICE
Performing Arts Program Coordinator I (PART-TIME)

Notice Open Date: June 27, 2023
Employer: City of Los Angeles
Department: Department of Cultural Affairs (DCA)
Division/Section: Performing Arts Division – Lankershim Arts Center
Job Location: 5108 Lankershim Blvd., Los Angeles, CA 91601
Hourly Pay Rate: $28.23
Start date: late July / early August 2023
Benefits: No benefits
Classification / Code: Performing Arts Program Coordinator I (2430-1)
Type: Part-Time (as-needed, not to exceed 1000 hours per year)

Deadline to Apply: Friday, June 30, 2023

JOB DESCRIPTION
The Performing Arts Division of the City of LA Department of Cultural Affairs is seeking to hire a part-time (approximately 16-20 hours per week) Performing Arts Program Coordinator (PAPC) skilled in one or more of the following production areas:

- Stagehands (Stage Manager, Deck Crew, Carpenter, Rigging)
- Lighting & Electrics (Master Electrician, Light Board Operator, Technician)
- Audio (Engineer, Sound Board Operator, Technician)

Performing Arts Program Coordinators will be responsible for:

✓ Ensuring the smooth running of all performances and events (Stagehands);
✓ Executing the realization of theatrical light plots by hanging and circuiting the lighting units accordingly (Lighting & Electrics);
✓ Setting microphones on performers and in various places in the theater, checking sound levels and troubleshooting audio issues (Audio);
✓ Assisting in the loading in and loading out of all equipment and scenic elements (All);
✓ Assessing equipment functionality by running sound checks, and other tasks related to production protocols.
✓ Other duties as assigned by the Performing Arts Center Director and/or Technical Director.

Additionally, notes about the Performing Arts Program Coordinator (PAPC) position:

- PAPCs report to the Performing Arts Center Director who reports to DCA’s Performing Arts Director. This position may also be supervised and/or managed by a Technical Director at the discretion of the Performing Arts Center Director;
- PAPCs may not always be needed at any one specific Performing Arts Center, and may be called to work at other Performing Arts Centers around the City of Los Angeles;
- Being added to the City roster doesn’t mean PAPCs will automatically be called to work, it depends on what is needed according to the productions scheduled.

CONDITIONS OF EMPLOYMENT
Candidates must have a valid California Real ID (driver’s license preferred) and have the ability to lift up to 50 pounds. Candidates must be able to read and write English.
NOTE: This is not a civil service position. The selected candidates will be employed as an as-need/at-will employee.

MINIMUM REQUIREMENTS
This appointment opportunity is open to all individuals who meet the following criteria:

1. Graduation from a recognized high school, conservatory, two or four-year college or university or technical college with a major or concentration in technical theatre, production; audio engineering or theatrical lighting;
2. Four years of professional (paid) experience within the last ten years as a technician in one or more of the above specialties at a performing arts center, theater, school or event venue.

PAPCs will be called upon to deal with a wide range of technical issues, so a working knowledge of techniques, methods and procedures of theatre, dance, and music productions and presentations including stage, set, sound and lighting design and implementation; stage management; computerized lighting systems; stage carpentry; appropriate safety precautions and procedures is expected. Depending on the needs of the specific work area, Theatre Technicians' relevant skills should include: carpentry (sets and props), painting (sets and props), lighting (programming and rigging), theatrical sound design, technical effects (including pyrotechnics, video, projection, etc.), and electrical engineering.

Familiarity with the LA performing arts scene is a plus. Women and underrepresented minorities are encouraged to apply.

DESIRED QUALIFICATIONS
• A positive attitude and capacity to thrive in a small team environment within a large city;
• Diligence in managing interpersonal communications;
• Curious and willing to engage with colleagues and visiting artists;
• Knowledge of LA's neighborhood cultural distinctions and appreciation for multiple forms of performing arts practice (theatre, dance, and music);
• Respect for the many diverse communities of the City of Los Angeles;
• Adaptability when faced with unexpected production challenges or difficult personalities;
• Ability to listen to performing arts makers of all skill levels, and translate their ideas into performances and events;
• Skilled in speaking diplomatically with community/volunteer artists and groups as well as sophisticated and high-profile professionals from the performing arts industries.

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 a professional resume and completed City application, which can be downloaded at http://per.ci.la.ca.us/Forms/Application.pdf to Julia Chavez, Performing Arts Division Arts Associate, at julia.chavez@lacity.org. The subject line of the email should read “Performing Arts Program Coordinator – [Applicant Name]” If you have any questions, please email Ms. Chavez directly. Submissions should be emailed by 11:59pm on Friday, June 30, 2023.

METHOD TO EVALUATE CANDIDATES
The top candidates will be invited for interviews until all positions are filled. In the interview, emphasis will be placed on the nature and relevance of the candidate’s education, experience, skills, and training. Interviewers may also contact present and former supervisors, as well as review City Personnel files (if applicable) as part of a candidate’s evaluation. The City maintains the right to cancel this search and/or re-post the position if a broad set of competitive proposals are not received by the deadline. Candidates will be notified of decisions. No phone calls please.

NOTE ABOUT CIVIL SERVICE CLASSIFICATIONS
While this position does not provide any direct promotional or transfer opportunities, the selected Technicians will be working with many civil servants in multiple City job classifications, and can observe and learn about these classifications and full-time civil service. Qualifications for and examinations for civil service positions can be researched through the City of Los Angeles Personnel Department through the following web link: http://per.lacity.org.