Job Opportunity Notice – Emergency Appointment

Art Center Director III
Barnsdall Art Park

Salary Range: $92,101.68 - $134,655.12

Cultural Affairs – Community Arts Division

The Department of Cultural Affairs (DCA) is offering an emergency appointment opportunity at Barnsdall Art Park, located at 4800 Hollywood Boulevard and reports to the Community Arts Division Director. This is a limited-term appointment, and candidates are expected to apply for the regular appointment when the civil service examination is offered. Selection as a permanent full-time Art Center Director III is not guaranteed.

Emergency Appointment - The Rules of the Board of Civil Service Commissioners define an emergency appointment as a temporary assignment to a position made in accordance with City Charter Section 1013 (a) and (b). The appointment is authorized until a civil service eligible list is established for that particular job classification, but for no longer than one year. The appointment must be terminated when a regular appointment can be made from the eligible list to a permanent position of half time or more.

Job Description:

The Art Center Director III is responsible for the operation and overall management of Barnsdall Art Park, serving as DCA’s primary site liaison with other City departments, contractors, and constituents. This position supervises and administers the DCA programs and activities at the Los Angeles Municipal Art Gallery (LAMAG) and City Bridge Gallery, oversees staff at Barnsdall Art Center (BAC), Barnsdall Junior Arts Center (BJAC), Hollyhock House, and Residence A located in Barnsdall Art Park and works closely with the lead managing staff of the Barnsdall Gallery Theater. The Art Center Director III works to advance vibrant arts programming in Barnsdall Art Park and ensure that all on-site activities and projects comply with Departmental and City guidelines and regulations.

The Art Center Director III consults with and reports to the Community Arts Division Director regarding the progress of all programs and activities at Barnsdall Art Park; DCA goals, objectives, and policies; accounting procedures; and reports as required by DCA Management and Administrative Support Services.

Working in conjunction with the Community Arts Division Director, the position serves as a liaison to support organizations, neighborhood councils, business improvement districts, and
neighborhood watch groups, including attendance at community and advisory related meetings, making presentations to the visiting public, and representing Barnsdall Art Park at public functions. The position works with community groups and organizations to enhance the programs and activities of Barnsdall Art Park and deepen community engagement.

The Art Center Director III will oversee staff responsible for planning and administering of programs at Barnsdall Art Park and will perform the following duties:

- Ensures that the Barnsdall Art Park campus programs align with DCA’s mission, policies, and procedures, and provides leadership using diplomacy and collaboration.
- Fosters a nurturing, inclusive environment that supports staff, applying sound supervisory principles in recruiting, hiring, directing, managing and evaluating full-time, part-time, and as-needed staff.
- Supervises and oversees fiscal operations, including preparation, tracking, maintaining expenditures, and reporting on the budget, appropriations, and donations (cash and in-kind); forecasts and monitors all staffing needs and associated expenditures.
- Supervises facilities management at Barnsdall Art Park; serves as the DCA liaison to City departments – Recreation and Parks, General Services, Police, and others as appropriate.
- Prepares reports and other documents as required by DCA Administration and Management; writes and prepares status reports and special projects as requested.
- Serves as the DCA liaison to various groups and organizations, including attendance at community and advisory related meetings, making presentations on Barnsdall Art Park programs and other events to the visiting public, and representing Barnsdall Art Park at public functions.
- Attends meetings with the Department Management, City departments, the general public, elected officials, and various City Commissions, and makes presentations as needed.
- Works with various groups and organizations to enhance DCA programs/activities at Barnsdall Art Park.
- Meets regularly with service and support groups for review of program policies and fundraising strategies and advises these groups in the direction of support activities, including fundraising.
- Prepares and/or supervises the preparation of art publications, educational materials, and public-facing communications; responds to public information requests as needed.
- Consults with and reports to the Community Arts Division Director and other appropriate DCA staff regarding the progress of Barnsdall Art Park programs and activities; DCA’s goals, objectives, and policies; and accounting procedures; researches and proposes program enhancements or new practices to the Community Arts Division Director.
- Monitors the work of outside professional services providers, such as artists, art conservators, consultants, and maintenance services.

ELIGIBILITY
The emergency appointment opportunity is open to all individuals who meet the following criteria:

1. At least five years of professional experience directing and coordinating an arts program with responsibility for supervising instructors and other personnel; OR
2. Five years of experience instructing classes in the arts such as drawing, painting, sculpture, ceramics, photography, theater arts, dance, music, media arts, jewelry and other arts-related disciplines.
Job Criteria:
- Demonstrate experience in creating, managing, and coordinating arts and cultural programs in the public and/or private sector.
- Possess a strong commitment to DEAI (diversity, equity, access, and inclusion) practices.
- Have an interest in and knowledge of community arts service in Los Angeles.
- Broad knowledge of theory and best practices, especially in areas of historic preservation and contemporary art.
- Have experience working directly with artists, arts consultants, or other arts professionals.
- Possess strong accounting and financial management skills.
- Employ exemplary time-management strategies.
- Enjoy working in a fast-paced environment with the ability to multitask.
- Maintain a professional disposition, positive attitude, and abide by City protocols.
- Have strong writing and interpersonal skills.
- A bilingual (Spanish and English) candidate is preferred but not required.
- Be proficient in Microsoft Office, Excel, and Google Suite.
- Meet the requirement of having a California Driver’s License.

Schedule:
Weekdays, occasional nights and weekends as programming requires, possible overtime.

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.

To Apply:
All interested candidates should prepare and submit a resume to Jacyn Clayton, Department of Cultural Affairs Personnel Services, at Jacyn.Clayton@lacity.org by August 18, 2023. The subject line of the email should read “Art Center Director III – Barnsdall Art Park.” If you have any questions, please contact Jacyn Clayton at (213) 482-6727.

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 evaluation. Due to the volume of applications that we receive, we are unable to respond to phone calls.