



Job Opportunity Notice – Emergency Appointment

Performing Arts Director

Salary Range \$90,034.56 - \$131,648.40

Department of Cultural Affairs

The City of Los Angeles Department of Cultural Affairs is offering an emergency appointment opportunity in the Performing Arts Division (PERF), located at 201 North Figueroa Street, Suite 1400, Los Angeles, CA 90012. 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 Performing Arts Director 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.

DEPARTMENT OF CULTURAL AFFAIRS

Originally formed in 1925, the Department of Cultural Affairs (DCA) enhances the quality of life for Los Angeles' residents and visitors. The Department accomplishes this by generating and supporting high quality arts and cultural experiences. DCA advances the social and economic impact of the arts and ensures access to diverse and enriching cultural activities through grant making, marketing, development, public art, community arts and performing arts programming, arts education, and building partnerships with artists and arts and cultural organizations in neighborhoods throughout the City of Los Angeles.

JOB DESCRIPTION

The DCA is seeking a uniquely qualified and highly motivated candidate to lead its Performing Arts Division. This senior level position will report to the General Manager and develop and implement plans to serve the City's community and cultural needs through the performing arts.

The Performing Arts Director will oversee the City's municipal theaters, including managing partnerships with nonprofit operators and establishing pre-approved vendor lists of professional artists reflective of the City's cultural, ethnic, and geographic diversity.

The Performing Arts Director is responsible, in part, for designing, planning, organizing and directing the work of the Performing Arts personnel and production crews, engaged in the promotion and implementation of public interest in multi-cultural music, dance, media arts and theater through the establishment of City-wide programs and festivals of citizen's participation and special events including festivals, gatherings, platforms, conferences, parades, Olympiads, and major events. The Performing Arts Director also advises on public policy issues related to the performing arts ecosystem in Los Angeles, nationally and internationally; and oversees the operations, maintenance, renovation and restoration of City-owned Performing Arts Centers.

A key component of the position includes maintaining positive working relationships with professional performing artists, performing arts organizations, business improvement districts, performing arts union locals and local universities. This individual will also represent the DCA before various civic groups, service clubs, fraternal organizations, arts, and faith-based groups to connect the City's participation in the performing arts.

The successful candidate will have experience presenting, producing and/or curating, a wide range of (indoor and outdoor) events, productions, and festivals; a proven track record developing strategies that build community cohesion through the performing arts; and solid leadership and interpersonal skills, and the ability to create and sustain strong collaborative working relationships with prospective partners, community members, City Council members and their staff.

QUALIFYING EDUCATION AND EXPERIENCE

1. Graduation from an accredited four-year college or university; **and either**
2. Three years of full-time paid experience with the City of Los Angeles at the level of Performing Arts Program Coordinator with experience in planning, staging and producing professional visual, musical, theatrical, or dance programs or productions; **or**
3. Four years of full-time paid experience managing, booking, producing and/or presenting professional festival, musical, theatrical, or dance productions; **or**
4. Four years of full-time paid experience designing, implementing, and managing large-scale art programs or events, which include fund development strategies and stakeholder outreach.

Full-time paid performing arts experience, including behind-the-scenes coordination, may be substituted on a year for year basis for each year of education lacking.

DESIRED CHARACTERISTICS

- Solid leadership and interpersonal skills and ability to work collaboratively with Directors of each of DCA's core Divisions: Administrative Services, Community Arts, Grants Administration, Public Art and Marketing.
- The ability to create and sustain strong collaborative working relationships with prospective partners, community members, and staff.
- Stellar organizational and project management skills.
- Highly motivated self-starter with the ability to work independently, to participate and foster a team environment in a high-paced and complex government setting.

- Ability to prioritize and manage multiple projects simultaneously.
- Ability to create and implement a comprehensive strategic plan.
- Ability to lead and supervise personnel.
- Excellent oral and written communication skills.
- Proficient computer skills including MS Word, Excel, databases, and Google Business Applications.
- The successful candidate must also possess adaptive leadership skills with a keen emphasis on fostering agency talent and accountability at all levels.
- An understanding of, and an appreciation with, the role arts, culture, and creativity play in fueling our local economy, fostering vibrant communities, and building a competitive 21st century workforce.
- A preference will be given to candidates who have experience in public policy, municipal finance, and project management.
- The ideal person will be a creative, diplomatic, and agile problem solver who will thrive in a fast-paced environment with competing demands and limited resources.
- Knowledge of Los Angeles, its neighborhoods, communities and cultures.

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 Client Services, at Jacyn.Clayton@lacity.org by October 6, 2023. The subject line of the email should read "Performing Arts Director." 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, 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.