

JOB OPPORTUNITY NOTICE

House Manager, Hollyhock House

Part-Time (up to 20 hours per week)

Pay Rate: \$16.78 per hour (City classification: Gallery Attendant)

Job Description:

Hollyhock House is a historic house museum and Los Angeles' only UNESCO World Heritage site. It is operated by the City of Los Angeles Department of Cultural Affairs. We are seeking house managers to work as part of the team facilitating the visitors' experience and tour program.

Key responsibilities:

- Open and close the museum for public and private tours
- Assist visitors, answer questions, and ensure policies are followed
- Operate a POS, sell tickets, check-in visitors and groups
- Assist with volunteer docents and special events
- Conduct tours when necessary
- Maintain a professional appearance and demeanor

Qualifications:

- Personable, punctual, and positive attitude
- Interested in art and/or architecture
- Excellent communication and public-speaking skills
- Prior experience at a cultural institution preferred
- Comfortable multi-tasking and being flexible with day-to-day tasks
- Bilingual is a plus

Requirements:

- Weekend and some night availability
- Basic computer and POS skills
- Customer-service experience
- High school diploma or GED required
- Bachelor's degree preferred or an equivalent combination of education and experience
- Must be able stand for extended periods; sit for extended periods; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 the hiring City department. The ordinance is available at https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf

To Apply:

Please email resume and cover letter to hollyhockhouse@lacity.org by September 18, 2023 with the subject: House Manager.

Due to the volume of applications that we receive, we are unable to respond to phone calls and emails regarding the status of applications and the recruiting process.