



## City of Los Angeles Department of Cultural Affairs Grants Administration Division

### JOB OPPORTUNITY NOTICE

### **Arts Associate - Neighborhood Grants Program Coordinator (PART-TIME)**

Notice Open Date: **November 7, 2023**

Employer: **City of Los Angeles**

Department: **Department of Cultural Affairs (DCA)**

Division/Section: **Grants Administration Division**

Hourly Pay Rate: **\$27.52 per hour**

Benefits: **No benefits; however sick time accrues from day 1 of employment, available after the 90th day of employment**

Start Date: **December 2023**

Job Location: **201 N. Figueroa Street, Los Angeles, CA 90012** (Downtown LA, near Civic Center). **In-office hours required each Wednesday; community interaction hours hybrid in-office/remote**

Type: **Part-Time (approx. 18-20 hours per week); not to exceed more than 1,000 hours per year**

#### **JOB DESCRIPTION**

The City of LA Dept. of Cultural Affairs is seeking to employ a part-time worker (18-20 hours per week). This Arts Associate - Neighborhood Grants Program Coordinator (NGPC) will: offer advice, assistance, and encouragement to individual artists/activists, arts ensembles, and community cultural businesses that wish to receive grant-support (or are returning applicants) to produce public arts activities, events, displays, or festivals. The goals of the NGPC are:

- To assist with the operationalization of a community quick-grants program called the Public Space Activation Fund (guidelines available online at: <https://dcaredesign.org/artsactivate/>);
- To prepare and present materials to Mayoral Commissioners and supervisors; and
- To support other duties and assist members of the Grant Division with posting of grant application instructions and forms, auditing of proposals, and site-visiting and evaluation of community projects.

The NGPC will report to Ben Espinosa, DCA's Grant Manager, who reports to DCA's Grants Director. The NGPC will not perform, assign, review, or evaluate the work of any other DCA staff members.

NOTE: This is not a civil service position. The selected candidate will be employed as an as-needed/at-will employee.

#### **DESIRED QUALIFICATIONS**

Competitive applicants will have the following qualifications:

- A self-starter who will thrive in a small team environment within a larger organization
- Diligence in managing interpersonal communications, making/meeting appointments, and office deadlines.
- Operate a personal computer very proficiently (the City is a PC and not a Mac environment). PowerPoint and *SlideRoom* are primary platforms used for the Public Space Activation Fund

program.

- Proficiency using the Internet to research facts, people, businesses, products, and services.
- Knowledge of LA's neighborhood cultural distinctions and appreciation for multiple forms of artistic practice.
- Respectful of the many diverse communities of the Los Angeles region and democratic about the multiple ways different communities want to improve their neighborhoods through social-organizing and festival-style events.
- Ability to coach people to clarify their project-concepts so they are ready for competitive review.
- Basic knowledge of the roles of private and public philanthropy in supporting community-based public-benefit activities.
- Ability to refer applicants to other funding opportunities or models when/as it becomes clear that their proposals do not match the mission of Public Space Activation Fund.
- Highly organized and able to speak diplomatically with community clients as well as publically at government hearings.

### **CONDITIONS OF EMPLOYMENT**

Ability to work 18-20 hours per week (with approximately 16 office hours on a regular schedule, and 4-6 community interaction hours on an as-needed schedule). The two primary days of the week for office hours will include Wednesdays plus a flexible day (Monday-Friday) ranging between 9am and 6pm. Community outreach hours may be weekdays, weeknights, or weekend hours, depending upon the dates and times of community events in the worker's portfolio. The position does not include health benefits. Candidates must have a valid California Driver's License and have the ability to lift 20–35 pounds.

### **MINIMUM REQUIREMENTS**

Applicants must have:

1. A bachelor's degree from an accredited four-year college or university with a major in Arts (design, literary, media/communication, performing, and/or visual), Cultural Studies, Literature, English, Art History, Art Administration, or a closely related field; or
2. An associate of arts degree from an accredited two-year college with a major in Arts (design, literary, media/communication, performing, and/or visual), Cultural Studies, Literature, English, Art History, Art Administration, or a closely related field, including completion of 9 semester units or 14 quarter units in the fields listed; and two years of full-time paid experience within the last ten years in assisting and coordinating a program in an organization responsible for fine arts, public art, or cultural programs and activities; or
3. Four years of full-time paid experience within the last ten years in assisting and coordinating a program in an organization responsible for fine arts, public art, or cultural programs and activities.

### **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).

### **HOW TO APPLY**

Applicants should prepare and submit:

- Cover letter highlighting the experiences, skills, and attributes which qualify them for the NGPC position and demonstrate deep interest in working in the field of community cultural-arts events;
- Professional resume; and
- One professional reference letter from a prior/present supervisor, co-worker or client

The above items should be emailed to Ben Espinosa at [ben.espinosa@lacity.org](mailto:ben.espinosa@lacity.org), with "NGPC Part-Time Position" included in the subject line. Job opportunity notice open until sufficient applications are received.

### **METHOD TO EVALUATE CANDIDATES**

The top candidates will be invited for interviews until the position is filled. In the interview, emphasis will be placed on the nature and adequacy 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. No phone calls please.

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**NOTE ABOUT CIVIL SERVICE CLASSIFICATIONS**

*While this position does not provide any direct promotional or transfer opportunities, the selected employee will be working with many civil servants in the Arts Associate, Arts Manager, and Management Analyst classifications; and will observe and learn about these classifications of 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>*