



**City of Los Angeles Department of Cultural Affairs
Community Arts Division
Barnsdall Art Center and Barnsdall Junior Arts Center**

**JOB OPPORTUNITY NOTICE
ADMINISTRATIVE CLERK (PART-TIME)**

Notice Open Date: April 7, 2026

Employer: City of Los Angeles

Department: Department of Cultural Affairs (DCA)

Division/Section: Community Arts Division

Job Location: 4814 Hollywood Blvd, Los Angeles, CA 90027

Hourly Pay Rate: \$25.15

Weekly Schedule: TBD; up to 20 hours per week

Classification / Code: Administrative Clerk (1358)

Type: Part-Time / 1070 (as-needed, up to 20 hours per week, up to 1000 hours per year)

DEADLINE TO APPLY: April 20, 2026

PROGRAM OVERVIEW

The Barnsdall Junior Arts Center (BJAC) and Barnsdall Art Center (BAC), located in Barnsdall Art Park in Hollywood, seeks an Administrative Clerk. This is a part-time, as needed position and is not eligible for benefits.

Barnsdall Arts Center (BAC), and Barnsdall Junior Arts Center (BJAC) have provided quality, accessible arts education to Hollywood and its surrounding communities since 1946. Three high-caliber arts institutions in one: the beloved Arts Centers of Barnsdall strive to be on the cutting edge of programming as the largest community arts center in Los Angeles.

DUTIES AND RESPONSIBILITIES

The Administrative Clerk for BAC and BJAC is responsible for supporting the core programming for both programs. Providing this support will be vital in helping the center staff stay organized and efficient while running our world renowned arts education program. Duties may include ensuring filing and documentation is kept up to date, customer service - via email, phone, or greeting visitors.

Key responsibilities include but are not limited:

- Greeting students and visitors
- Dealing with queries by phone and email
- Updating information and records online and on paper
- Helping the registration of programs
- Taking minutes at meetings
- Assist to keep records and reports up to date
- Scanning, printing and photocopying

- Maintaining Google Drive for each session's programming
- Assisting in tracking of purchase orders and deliveries
- Assisting in track of inventory of supplies
- Assist various events of the program

REQUIREMENTS: Six months of full-time paid experience in clerical work or retail sales.

DESIRED QUALIFICATIONS:

- Bachelor's degree or an equivalent combination of education and experience desired but not required
- Interest in arts and community art
- Personable, punctual, and positive attitude
- Be thorough and pay attention to detail
- Self-starter and team player
- Customer service experience
- Excellent oral and written communications skills
- Ability to multi-task and flexibility with day to day tasks
- Familiarity with Google Suite

PHYSICAL REQUIREMENTS

- Must be able to sit and stand 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.

CONDITIONS OF EMPLOYMENT

The job will be performed in-person at Barnsdall Art Center and Barnsdall Junior Arts Center in Barnsdall Art Park, located at 4814 Hollywood Blvd., Los Angeles, CA 90027. The days to be asked to work are to be determined, with possible evenings and weekends. This position must be able to lift 20 to 25 pounds and be able to conduct a variety of work assignments with various deadlines. Part-time positions accrue "Sick Days" from the date of hire and "Compensated Paid-Time-Off" (CPTO) after six (6) months in the position. Candidates must have a valid California Driver's License. Candidates may be requested to disclose all sources of employment to mitigate risks of conflict of interest.

HOW TO APPLY

All interested candidates should submit the following information **through this [LINK](#)** by 5:00pm **Monday, April 20, 2026:**

- Cover letter
- Resume with 2-3 references
- Completed [City of Los Angeles Application for Employment](#)

METHOD TO EVALUATE CANDIDATES

Final selection will be based on interviews with eligible candidates pending a review of applications received based on a set of criteria related to skills, knowledge, abilities and personal qualifications for the position. Interviewers may also contact present and former supervisors, as well as review City Personnel files (if applicable) as part of a candidate's evaluation. All candidates will be notified regarding the final results of the selection process. We are unable to respond to phone calls regarding the status of applications and the recruiting process.