



**City of Los Angeles Department of Cultural Affairs
Community Arts Division
William Grant Still Arts Center**

**JOB OPPORTUNITY NOTICE
ARTS ASSOCIATE (PART-TIME)**

Notice Open Date: Thursday, April 16, 2026

Employer: City of Los Angeles

Department: Department of Cultural Affairs (DCA)

Division/Section: Community Arts Division – William Grant Still Arts Center

Program: Archivist

Job Location: 2520 South West View Street, Los Angeles, CA 90016

Hourly Pay Rate: \$30.40

Classification / Code: Arts Associate / 2454

Weekly Schedule: TBD within the schedule of Monday – Friday. Possible weekends.

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

DEADLINE TO APPLY: Thursday, April 30, 2026

PROGRAM OVERVIEW

The William Grant Still Arts Center is seeking a part-time Arts Associate - Archivist to work specifically on historic preservation. We seek someone skilled in archiving to help us maintain the rich history of the art center as well as the surrounding arts community. This position will require someone with specific historical understanding of South Central Arts Communities, in particular West Adams/Crenshaw District. We know that each community will have different needs, WGSAC strives to deliver programming that embodies our values of Art, Equity, Innovation, and Community.

DUTIES AND RESPONSIBILITIES

- Research, file, catalog and digitize the WGSAC historic materials
- Provides public programming administrative support including filing, accounting, correspondence, timelines, and scheduling
- Assists with research, development and implementation of public programs and related materials including artist talks, performances, panels, gallery guides, and video features
- Assists with designing all interpretative texts, print and digital materials including vinyl, wall labels, postcards, banners, posters, and educational guides
- Develops, writes and creates digital content to promote exhibitions and public programs such as social media posts and web posts
- Facilitates press and related public inquiries regarding exhibitions and public programs
- Assists with drafting visitor surveys, data evaluation, and reports relating to exhibitions, public programming, and outreach efforts
- Abides by and upholds all City, Department, and Gallery protocols, policies, and procedures

- Occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies

DESIRED QUALIFICATIONS

- Outstanding organizational, oral, and written communication skills
- A meticulous approach to individual and team-oriented work, punctuality, and a strong attention to detail for completing assignments from start to finish
- Strong interpersonal skills and a dedication to work well with everyone in a fast-paced work environment
- Flexibility in meeting shifting priorities with proven ability to simultaneously work on several projects and successfully meet multiple deadlines
- Knowledge in Airtable or other online archiving programs
- Knowledge and experience with graphic design for print and digital materials
- Knowledge and experience with social media and websites
- Interest in contemporary art and public programming in Los Angeles
- Highly proficient in Adobe Creative Suite
- Proficient in Microsoft Office and Google Suite
- General knowledge and experience with research, surveys, data evaluation, and reports preferred

MINIMUM REQUIREMENTS

- 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**
- 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**
- 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.

CONDITIONS OF EMPLOYMENT

The job will be performed in-person at William Grant Still Arts Center, located at 2520 South West View Street Los Angeles, CA 90016. The days to be asked to work are to be determined. This position must be able to lift, pull and push 20 to 25 pounds and be able to conduct a variety of work assignments with various deadlines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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 applicants must submit the following three (3) documents as a single PDF file via email to ami.motevalli@lacity.org with "Part-time Arts Associate – WGSAC" as the subject line. The deadline to apply is **Thursday, April 30, 2026**.

- Cover Letter
- Resume
- 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.