



**City of Los Angeles Department of Cultural Affairs
Performing Arts Division
Lankershim Arts Center**

JOB OPPORTUNITY NOTICE

Community & Administrative Support Worker II (CASW II) (PART-TIME)

Notice Open Date: Wednesday, April 9, 2026

Employer: City of Los Angeles

Department: Department of Cultural Affairs (DCA)

Division/Section: Performing Arts Division – Lankershim Arts Center

Job Location: 5108 Lankershim Blvd., North Hollywood, CA 91601

Program: Summer Youth Hire

Program Dates: Summer Session (June 15 - September 5, 2026)

Hourly Pay Rate: \$24.21

Classification / Code: Community & Administrative Support Worker II (1113-0)

Weekly Schedule: TBD within the schedule of Monday – Friday, 8:00 am – 5:30 pm

Type: Part-Time / 1070 (as-needed, 15–20 hours per week, up to 160 hours total)

Benefits: No benefits

DEADLINE TO APPLY: Wednesday, April 15, 2026

PROGRAM OVERVIEW

The Department of Cultural Affairs (DCA) is seeking part-time performing arts camp Support Workers for **IN PERSON** work at DCA's Lankershim Arts Center located in the NoHo Arts District at 5108 Lankershim Boulevard, North Hollywood, CA 91601. These positions will be part of the Performing Arts Division for the Summer Performing Arts Camp and will be primarily responsible for technical aspects of camp with some youth leadership as needed.

DUTIES AND RESPONSIBILITIES

- Welcome campers, ensure their parents sign them in and address questions as needed by contacting pertinent DCA staff;
- Provide leadership and activities during camp extended care;
- Address requests from LNK staff as it relates to set up, breakdown, and technical assistance;
- Check voicemails and give messages to the appropriate staff;
- Ensure all instructors and adults working with youth sign in center log;
- Create signs, ensure the organization of the center;
- Sweep and mop areas used by campers;
- Assist in camper sign out procedures;
- Assist in camper activities when needed;

- Provide support when youth are in hallways or in transitions;
- Handle miscellaneous clerical work as requested.

DESIRED QUALIFICATIONS

The candidates must possess excellent interpersonal and communication skills with the ability to adapt as needed; have general knowledge for using Google Suite. Ideal candidates will also have some knowledge of using social media and/or writing experience. The candidates must be able to work independently, quickly, and follow City procedures.

ELIGIBILITY

This job opportunity is open to all individuals who meet the following criteria:

- Age 16 - 24
- U.S. Citizenship or Permanent Residency (for details see [Hire LA Acceptable Docs for I-9.pdf \(hirelayouth.com\)](#))
- City of Los Angeles Residency
- *Work Permit or High School Diploma
- Photo I.D. (government or school issued)

*Note: Hired candidates under the age of 18 will need to complete a Permit to Employ and Work provided by their school. It must be signed by the minor and their parents and the employer (City) and then should be submitted to their school (even during the summer). The school will then issue the Permit which will need to be kept on file for auditing purposes.

PHYSICAL REQUIREMENTS

- Ability 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 essential function.

CONDITIONS OF EMPLOYMENT

The job will be performed in-person at the Lankershim Arts Center located at 5108 Lankershim Boulevard, North Hollywood, CA 91601. The days to be asked to work are to be determined. The candidates can work up to approximately 15 to 20 hours a week. Summer youth are not to work before June 15, 2026 or work past September 5, 2026. Candidates may be requested to disclose all sources of employment to mitigate risks of conflict of interest.

HOW TO APPLY

All interested applicants should prepare and submit the following to dale.madison@lacity.org by **Wednesday, April 15, 2026** with the subject "LNK – Summer Youth Hire" in the subject line:

- 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.