



**City of Los Angeles Department of Cultural Affairs  
Performing Arts Division  
Taxco Theatre**

**JOB OPPORTUNITY NOTICE**

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

**Notice Open Date:** Tuesday, April 14, 2026

**Employer:** City of Los Angeles

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

**Division/Section:** Performing Arts Division – Taxco Theatre

**Job Location:** 7242 Owensmouth Ave, Canoga Park, CA 91303

**Program:** Summer Youth Hire

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

**Hourly Pay Rate:** \$24.21

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

**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 22, 2026**

\*Please note – Summer Youth hiring is dependent on funding availability\*

**PROGRAM OVERVIEW**

The Department of Cultural Affairs (DCA) is seeking two (2) part-time performing arts Support Workers for **IN-PERSON** work at DCA's Taxco Theatre located at 7242 Owensmouth Ave, Canoga Park CA 91303. These positions will be part of the Performing Arts Division for the Taxco Theatre Youth and Teen Arts Festival, primarily responsible for general administrative assistance to festival staff, social media updates, database development, and assistance with curation and staging of visual art and performance activities by local teens and youth. Support workers may also assist with technical aspects of the camp with some youth leadership as needed.

**DUTIES AND RESPONSIBILITIES**

- Assist in creating marketing, promotions and social media updates to engage teens and youth;
- Develop a database of community, schools and cultural organizations focusing on youth and teens;
- Plan, schedule and publish engaging content across social media platforms to promote the festival;
- Assist with curation of visual arts displays created by local and city-wide participants; and
- Assist with staging of workshops, rehearsals and performances by local and city-wide participants.

## 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 successful knowledge of using social media and writing experience for event promotion and outreach; and
- 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 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 functions.

## CONDITIONS OF EMPLOYMENT

The job will be performed in-person at the Taxco Theatre, 7242 Owensmouth Ave, Canoga Park, CA 91303. 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, and may work up to a maximum of 160 hours during that period. Candidates may be requested to disclose all sources of employment to mitigate risks of conflict of interest.

## HOW TO APPLY

Interested applicants should prepare and submit to [dolores.chavez@lacity.org](mailto:dolores.chavez@lacity.org) by **Wednesday, April 22, 2026**, by email, with the subject "Taxco – Summer Youth Hire" in the subject line:

- A cover Letter detailing your interest in the position
- 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.