



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

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 – Vision Theatre Performing Arts Center

Job Location: 3341 W. 43rd Street, Los Angeles, CA 90008

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: Monday – Friday: 8:30 am - 3:30 pm and occasional Saturdays (exact schedule TBD)

Type: Part-Time / 1070 (as-needed, 3-15 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 City of Los Angeles Department of Cultural Affairs (DCA) is seeking young artists with a desire to gain theatrical stage experience including but not limited to-- stage hand, fly loft, audio, visual and lighting operation, carpentry and more. The Vision Theatre Performing Arts Center (VISPAC) has just completed a 40-million-dollar renovation of its historic auditorium, lobbies, marquee, and vestibule; as well as new construction of a concert stage, fly loft, orchestra pit, office space, green rooms and dressing rooms. Of the six theaters owned and operated by DCA, VISPAC is the only co-managed and co-operated venue. VISPAC's partner operator is WACO Theater Center, who oversees the front-of-house and will program the venue year-round. DCA will oversee the premises and run the back-of-house. The grand re-opening of the VISPAC is slated for October 2026, however while the venue is in reconstitution, several soft openings will take place where interested youth will have an opportunity to receive hands on training in production stage craft from DCA's technical staff in a state-of-the-art theater. Ideal candidates seek training and experience in theater production.

DUTIES AND RESPONSIBILITIES

- Provide support to VISPAC technical staff including production assistant, stage hand, crew, sound operation, light operation and carpentry.

- Assist technical director and technicians with set up, preparation, operation and clean-up.
- Assist technicians with inventory, lifting, carrying, sorting, and cleaning of equipment, etc.
- Assist with facility maintenance such as trash pickup and general organization and cleanliness of facility.
- Assist co-director with organization, filing and copying in the office space. Writing and computer skills are a plus.

DESIRED QUALIFICATIONS

- Experience and/or interest in stage hand and theatrical production;
- Highly self-motivated with an ability to work alone and with others;
- Professional disposition with a positive, kind, and respectful attitude;
- Desire and commitment to participating in all activities and maintaining an energetic nature that inspires others to stay engaged, on task, and motivated;
- Experience in and/or passion for the performing arts (dance, music, theater, film)
- Personable with an ability to work well with others, including technical and administrative staff, volunteers, students, and members of the general public;
- Strong verbal and written communication skills.
- Flexibility to adapt as needed.

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 Vision Theatre Performing Arts Center located at 3341 W. 43rd Place, Los Angeles, CA 90008. 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 dca-visiontheatre@lacity.org by **Monday, April 20, 2026** with the subject "VISPAC – 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.