



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

JOB OPPORTUNITY NOTICE

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

Notice Open Date: Tuesday, April 7, 2026

Employer: City of Los Angeles

Department: Department of Cultural Affairs (DCA)

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

Job Location: 2520 S. West View St., Los Angeles, CA 90016

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, 9:00 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 City of Los Angeles Department of Cultural Affairs (DCA) is seeking highly motivated Summer Camp Leaders and support staff for its William Grant Still Arts Center (WGSAC). Founded in 1977, The William Grant Still Arts Center is a community arts facility of the City of Los Angeles Department of Cultural Affairs offering an Art and Jazz summer day camp, winter workshops, music and art classes for adults and youth, an exhibition space, concerts, and places for community meetings and the neighborhood to come together. Notable programs the Center has started include the annual Black Doll Show (now entering its 33rd year), the African-American Composers Series of exhibitions incorporating cultural heritage with music education, and exhibitions of archives curated directly from the community. The Center also offers art, movement, and jazz-based music classes for seniors, adults, teens, and children, including early childhood education, through Music LA; FREE Third Saturday arts workshops for children and families; partnerships with teachers at local schools and universities; and readings, film screenings, and concerts throughout the year. All of the William Grant Still Arts Center's programs are free, or are as low-cost as is possible, in order to be accessible to all in our community.

DUTIES AND RESPONSIBILITIES

The ideal candidates for this position will have a strong desire to work with children and families in arts education programming, have an interest in arts administration, be eager to learn with the ability to work in a fast-paced environment and abide by City of Los Angeles, DCA, and WGSAC protocols. The focus of this position is to support the day-to-day operations and implementation of WGSAC's Art and Jazz Summer Camp and/or arts education programs, including but not

limited to the following areas:

SUMMER CAMP & CLASSROOM SUPPORT

- Assist with supervising and engaging in activities with children and youth during Young Artists Summer Camp, including during the lunch hour and field trips
- Provide support to Teaching Artists with classroom management, lessons, attendance taking, making copies, and providing general classroom support as requested
- Set-up and break-down musical instruments, equipment, chairs, supplies, etc. before and after each class as needed
- Unlock classrooms and closets before class time/provide access to Teaching Artists as needed
- Prepare chairs, tables, refreshments, information, etc. for events such as summer showcase

ADMINISTRATIVE SUPPORT

- Sign-in and out for Summer Camp students
- Greet prospective and enrolled parents, students, and other members of the public · Provide information to the public
- Instrument, equipment, and/or supplies inventory maintenance
- Assist with Metrics Tracking
- Provide other light-duty administrative assistance to WGSAC staff as needed
- Working with Arts Associates to assist in archiving the history of the center and West Adams neighborhood

DESIRED QUALIFICATIONS

- Professional disposition with a positive attitude
- Experience and passion as a musician, dancer, visual artist, and/or other arts discipline
- Personable with an ability to work well with others, including teaching artists, administrative staff, and volunteers, students, families, and members of the general public
- Strong communication skills
- Enjoys working with children and families
- Flexibility to adapt as needed
- Bilingual in Spanish is preferred, although not required; conversational Spanish language skills are a plus
- Proficiency in Google Workspace (formerly G Suite) including Gmail, Calendar, Meet, Docs, Sheets, Slides, and Forms

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 William Grant Still Arts Center located at 2520 S. West View Street, Los Angeles, CA 90016. 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 ami.motevalli@lacity.org by **Wednesday, April 15, 2026** with the subject "WGSAC – 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.