



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

JOB OPPORTUNITY BULLETIN

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

Notice Open Date: Thursday, April 16, 2026

Employer: City of Los Angeles

Department: Department of Cultural Affairs (DCA)

Division/Section: Performing Arts Division - Warner Grand Theatre

Job Location: 478 W. 6th Street, San Pedro, CA 97301

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 (1113-0)

Weekly Schedule: TBD within the schedule of Monday – Friday

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

PROGRAM OVERVIEW

The City of Los Angeles Department of Cultural Affairs (DCA) is seeking two (2) young professionals interested in planning and running cultural programming in their community, architecture, historic preservation, film history, and theatre management who are ready to gain valuable work experience and provide administrative support as a Community Administrative Support Worker II (up to 20 hours per week) at the historic Warner Grand Theatre (WGT) during its current restoration. The Warner Grand Theatre is a historic landmark. The art deco movie palace designed by B Marcus Priteca and originally opened in 1931 has been a jewel in the crown of San Pedro for nearly one hundred years. Current renovations include full restorations of the lobby and mezzanine, restroom and ADA upgrades including lifts and an elevator, and revamped dressing rooms. The Warner Grand Theatre is slated to re-open this coming fall and return to programming culturally significant community events, performances, films festivals and other world class theatre productions. During renovations, the WGT team is presenting programming at other venues in the community and managing projects inside the theatre itself.

The ideal candidates will have interest in historic architecture/restoration, film history, cinematic/theatre arts, and equipment. Candidates should have some training in administrative/office work, event management/coordination, maintain a positive attitude, flexibility, and the ability to work well on both solo and group projects.

DUTIES AND RESPONSIBILITIES

- Assist with planning and programming of summer events in the San Pedro/Harbor area.
- Sorting, categorizing, and labeling historical documents and files.
- Lifting and sorting boxes, items
- Assist theatre director with various administrative tasks.
- Assist theatre staff with various renovation related projects.
- Assist with facility maintenance such as trash pick-up and general organization and cleanliness of the facility
- Assist theatre director with organization and filing in the office
- Assist with set up, preparation, and clean up for special events/programming.

DESIRED QUALIFICATIONS

- Experienced in data entry, office/administrative work
- Strong desire to create and maintain community connections through the arts
- Personable, with an ability to connect with colleagues and key stakeholders
- Strong time management skills, interest in architecture, cinematic arts, historic landmarks and preservation/restoration.
- Ability to adapt to the changing needs of the theatre and during renovations.
- Strong verbal and written communication skills
- Highly self-motivated, with an ability to work alone or with other staff members
- Attentive to details and willing to take on multiple responsibilities, where applicable

ELIGIBILITY

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

- Age 18 – 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 functions.

CONDITIONS OF EMPLOYMENT

The job will be performed in-person at The Warner Grand Theatre located at 478 W. 6th Street, San Pedro, CA 97301. 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 thomas.newbold@lacity.org by **Wednesday, April 22, 2026** with the subject "WGT – CASW II" 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.