

## JOB OPPORTUNITY NOTICE

### **Preservation Manager**

Part-Time (20 hours per week)

Pay Rate: \$33.00 per hour (City classification: Arts Manager I)

Hollyhock House is a historic house museum and Los Angeles' only UNESCO World Heritage site. Located at 4800 Hollywood Boulevard in Barnsdall Art Park, it is operated by the City of Los Angeles Department of Cultural Affairs.

Preservation and restoration of the Frank Lloyd Wright-designed structures and landscape is ongoing. Current and upcoming projects include transformative work on the Residence A guest house (set for completion in late 2024), showcase landscape features, and Hollyhock House bedroom-wing interior finishes and building systems.

### **Job Description:**

Reporting to the Site Director & Curator (Arts Manager II), the Preservation Manager (Arts Manager I) contributes to research, content development, collections management, and project coordination with a focus on preservation and restoration of the historical structures and collections in Barnsdall Art Park.

Key responsibilities for the Preservation Manager include the following:

- Conducts research on the site and its structures, furnishings, and collections
- Makes recommendations and manages restoration and maintenance projects
- Maintains digital records on restoration and preservation projects and prepares associated reports
- Assists with object and archival collections management
- Conceives and executes interpretive programs and resources for the public, volunteer docents and staff
- Assists with administrative tasks as needed: supply sourcing and ordering, correspondence, and updates to printed and digital materials
- Works effectively as part of a team

### **Requirements:**

1. Three years of full-time paid experience as a program administrator or director of an organization responsible for supervising staff and for coordinating, developing, and implementing:
  - Fine arts, digital media arts, visual arts, folk arts, performing arts, or cultural activities and programs; **OR**
  - Programs and activities involving public arts, or cultural activities and programs; **OR**
  - Grant writing, fundraising, public relations, and/or marketing campaigns for arts, cultural, or educational institutions or programs/ activities; **OR**
2. A bachelor's degree from a recognized four-year college or university in Arts History, Art Administration, Architecture, Business Administration, Cultural Studies, Historic Preservation,

Marketing, Communications, English, Non Profit Management, Public Art, or various artistic disciplines such As Music, Theater, Dance, Film, Design, Digital or New Media, Fine Arts, Literature, or Folk and Traditional Art; **AND** two years of full-time paid experience coordinating a program which involve the activities described in requirement #1; **OR**

3. A Master's degree or Artist Diploma or Arts Certificate from a recognized conservatory, college or university in Arts History, Art Administration, Architecture, Business Administration, Cultural Studies, Historic Preservation, Marketing, Communications, English, Non Profit Management, Public Art, or various artistic disciplines such as Music, Theater, Dance, Film, Design, Digital or New Media, Fine arts, Literature, or Folk and Traditional Arts; **AND** one year of full-time paid experience coordinating a program which involve the activities described in requirement #1.

In accordance with Los Angeles City Ordinance 187134, candidates must meet the minimum requirement of being fully vaccinated against COVID-19 or receive an exemption and report their vaccination status prior to being hired by the hiring City department. The ordinance is available at [https://clkrep.lacity.org/online/docs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf)

The ideal candidate has:

- At least three years of work experience relevant to the responsibilities above
- Research experience in architectural history and material culture
- Knowledge of Frank Lloyd Wright is a plus
- Good interpersonal skills
- Proficient in Microsoft Office and Google Suite
- California Driver's License is required

**Schedule:**

Occasional nights and weekends as programming requires

**To Apply:**

Please email resume and cover letter to [hollyhockhouse@lacity.org](mailto:hollyhockhouse@lacity.org) by September 18, 2023 with the subject: Preservations Manager.

Final selection will be based on a review of cover letter and resume, as well as an oral interview and writing sample. Interviewers may also contact present and former supervisors, as well as review City Personnel files (if applicable) as part of a candidate's evaluation.

We are unable to respond to phone calls and emails regarding the status of applications and the recruiting process.