JOB OPPORTUNITY NOTICE
Community/Admin Support Worker II / (PART-TIME)

Notice Open Date: May 20, 2024
Employer: City of Los Angeles
Department: Department of Cultural Affairs (DCA)
Division/Section: Community Arts Division – Barnsdall Arts Center
Job Location: 4814 Hollywood Blvd, Los Angeles, CA 90027
Program: Summer Youth Hire
Hourly Pay Rate: $21.36
Weekly Schedule: TBD within the schedule of Monday – Friday, 9:00 am – 6:30 pm, and some Saturdays
Summer Session: June 17 – September 2, 2024
Benefits: No benefits
Classification / Code: Community/Admin Support Worker II (1113)
Type: Part-Time / 1070 (as-needed, 15 – 20 hours per week, up to 160 hours total)

Deadline to Apply: Friday, May 24th, 2024

OPPORTUNITY OVERVIEW
The City of Los Angeles Department of Cultural Affairs (DCA) is seeking highly motivated Summer Programs support staff for the Arts Center of Barnsdall. This Summer Youth is dependent on funding availability.

BAC, BJAC and BJAC Gallery have provided quality accessible arts education to Hollywood and its surrounding communities since 1946. Three high-caliber arts institutions in one, the beloved Arts Centers of Barnsdall strive to be on the cutting edge of available programming in the largest community arts center in Los Angeles.

Since 1946, Barnsdall Art Center (BAC) has cultivated a space for adults to discover a passion for creativity through various art forms. The BAC aims to enrich the lives of everyday people with its affordable yet substantial artmaking classes. Through artmaking, the center strives to connect various cultures together and build a vibrant, inclusive arts community.

Barnsdall Junior Arts Center (BJAC) nurtures the imaginations of children and young people in their artistic development. A fixture of the Los Angeles arts education community since 1967, BJAC continues to build on its national reputation as one of only a few distinguished institutions devoted to excellence, originality, public service, and artistic creativity.

Established in 1967, BJAC Gallery is the longest running institution in Los Angeles devoted solely for exhibiting art created by children and youth. More recently, the Center has broadened to include work from the community and adult artists. The gallery offers an intimate space for artists who have produced a significant body of high quality work, as well as smaller thematic group shows.

JOB DESCRIPTION & RESPONSIBILITIES
The ideal candidates for this position will have a strong desire to work with all ages 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 BAC and BJAC protocols. The focus of this position is to support the day-to-day operations and implementation of arts education programs of Barnsdall Arts including but not limited to the following areas:
PROGRAM SUPPORT
- 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 exhibition opening reception.
- Maintain art exhibits and gallery, including opening and closing the gallery.
- Monitor the gallery during open hours to protect exhibits.

ADMINISTRATIVE SUPPORT
- Greet prospective and enrolled parents, students, and other members of the public.
- Provide information to the public.
- Material, equipment, and/or supplies inventory maintenance.
- Metrics Tracking.
- Provide other light-duty administrative assistance to Lincoln Heights Youth Arts Center staff as needed.

QUALIFICATIONS
- Professional disposition with a positive attitude.
- Experience and passion as a musician, 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.
- Flexibility to adapt as needed.
- 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.
- Possess or be actively working towards a high school diploma.

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.

SUBMISSION
Candidates must submit the following to dca.bacbjac.hiring@lacity.org by Friday, May 24, 2024, with the subject: Summer Hire LA’s Youth for consideration:
- Completed City application accessible via http://per.ci.ca.us/Forms/Application.pdf.
- Resume.

Due to the volume of applications that we receive, we are unable to respond to phone calls and emails regarding the status of applications and the recruiting process.