



**City of Los Angeles Department of Cultural Affairs
Hollyhock House
Community Arts Division**

**JOB OPPORTUNITY NOTICE
ARTS MANAGER I (PART-TIME)**

Notice Open Date: February 27, 2025

Employer: City of Los Angeles

Department: Department of Cultural Affairs (DCA)

Division/Section: Community Arts Division

Job Location: Hollyhock House - 4800 Hollywood Boulevard, Los Angeles, CA 90027

Hourly Pay Rate: \$41.02

Weekly Schedule: TBD within the schedule of Monday – Friday; up to 20 hours per week

Classification / Code: Arts Manager I (2455-1)

Type: Part-Time / 1070 (as-needed, 20 hours per week)

DEADLINE TO APPLY: Tuesday, April 1, 2025

PROGRAM OVERVIEW

Reporting to the Director & Curator (Arts Manager II), the Programs Manager (Arts Manager I) manages site programming for Hollyhock House, Residence A, and the historic landscape in Barnsdall Art Park. In consultation with the Director & Curator, this position develops education programs and interpretive materials to engage diverse audiences in person and virtually. The Programs Manager oversees the work of full- and part-time visitor-services staff as well as recruits, trains, and manages volunteer docents

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.

DUTIES AND RESPONSIBILITIES

Key responsibilities include, but are not limited to, the following:

- Develop and oversee programming that advances broad perspectives on the historic site to expand audiences and build impactful relationships between the site and its diverse publics, prioritizing DEI&A in project development
- Lead interpretive training for volunteer docents and part-time visitor-services staff, providing content updates, continuing education opportunities, and supplementary resources
- Oversee visitor-services staff and volunteer docents, and work with City staff and partners to execute programs and enhance interpretation
- Manage project budgets, timelines, and logistics, coordinating with the Administrative Clerk on supply ordering and payment processing

- Write and edit public-facing communications to advance site interpretation and promote programs; layout content with Microsoft applications, Constant Contact, and/or contract designers
- Conduct site and collections research to inform programming and projects
- Work effectively as part of a team

DESIRED QUALIFICATIONS

- At least three years of work experience relevant to the responsibilities above
- Research and interpretation experience in architectural history and material culture
- Strong writing and interpersonal skills
- Enjoy working in a fast-paced environment with the ability to multitask
- Proficient in Microsoft Office and Google Suite

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.

SCHEDULE

Work a one-day-per-weekend schedule, as well as evenings as required for public programs.

HOW TO APPLY

Interested applicants should submit the following via email to hollyhockhouse@lacity.org by **Tuesday, April 1, 2025** with the subject - PROGRAMS MANAGER:

- A one-page cover letter explaining the applicant's qualifications, skills and specific interest in this position
- Resume

METHOD TO EVALUATE CANDIDATES

Selection will be based on a review of resume and applicable qualifications as well as an oral interview to evaluate candidates based on the desired qualifications related to skills, knowledge, abilities, and qualifications for the position. Interviewers may also contact present and former supervisors as part of a candidate's evaluation. All candidates will be notified regarding the final results of the selection process.