



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

**JOB OPPORTUNITY NOTICE
GALLERY ATTENDANT (PART-TIME)**

Notice Open Date: Tuesday, February 24, 2026

Employer: City of Los Angeles

Department: Department of Cultural Affairs (DCA)

Division/Section: Community Arts Division

Program: Hollyhock House

Job Location: 4800 Hollywood Boulevard, Los Angeles, CA 90027

Hourly Pay Rate: \$25.01

Classification / Code: Gallery Attendant / 2440

Weekly Schedule: Up to 20 hours and at least one weekend day per week. Occasional nights as required.

Type: Part-Time / 1070 (as-needed, up to 20 hours per week, up to 1000 hours per year)

DEADLINE TO APPLY: Wednesday, March 18, 2026

JOB DESCRIPTION

Hollyhock House is a historic house museum and Los Angeles' only UNESCO World Heritage site. It is operated by the City of Los Angeles Department of Cultural Affairs. We are seeking Gallery Attendants to work as part of the team facilitating the visitors' experience and tour program.

DUTIES AND RESPONSIBILITIES

- Open and close the museum for public and private tours
- Assist visitors, answer questions, and ensure policies are followed
- Operate a POS, sell tickets, check-in visitors and groups
- Assist with volunteer docents and special events
- Conduct tours when necessary
- Weekend and some night availability
- Maintain a professional appearance and demeanor

DESIRED QUALIFICATIONS

- Personable, punctual, and positive attitude
- Interested in art and/or architecture
- Excellent communication and public-speaking skills
- Prior experience at a cultural institution preferred
- Comfortable multi-tasking and being flexible with day-to-day tasks
- Bilingual is a plus
- Basic computer and POS skills
- Customer-service experience
- Bachelor's degree preferred or an equivalent combination of education and experience

MINIMUM REQUIREMENTS

- Five hundred hours of volunteer or paid experience assisting in the operation and maintenance of an art gallery or museum, including the construction and maintenance of display units and protection of exhibits.

CONDITIONS OF EMPLOYMENT

The job will be performed in-person at Hollyhock House in Barnsdall Art Park, located at 4800 Hollywood Blvd., Los Angeles. The days to be asked to work are to be determined. This position must be able to lift 20 to 25 pounds and be able to conduct a variety of work assignments with various deadlines. Part-time positions accrue "Sick Days" from the date of hire and "Compensated Paid-Time-Off" (CPTO) after six (6) months in the position. Candidates must have a valid California Driver's License. Candidates may be requested to disclose all sources of employment to mitigate risks of conflict of interest. Must be able stand for extended periods; sit 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 the essential functions.

HOW TO APPLY

All interested applicants must submit the following three (3) documents as a single PDF file via email to hollyhockhouse@lacity.org with "Gallery Attendant" as the subject line. The deadline to apply is **Wednesday, March 18, 2026.**

- Cover Letter
- Professional 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. We are unable to respond to phone calls regarding the status of applications and the recruiting process.