



Posting Date: June 2017

## **Job Opportunity: Civic Art Program Assistant**

The Los Angeles County Arts Commission seeks a full-time Civic Art Program Assistant for its Civic Art Program, which works with emerging and leading civic artists, County departments and communities to create artwork, exhibitions, temporary art and event based programming for new and renovated facilities throughout Los Angeles County.

### **Background**

The Civic Art Program was established in 2004 after the Los Angeles County Board of Supervisors adopted the County's first Civic Art Policy, which allocates one percent of design and construction costs of new County capital projects to a Civic Art Special Fund. The program provides leadership in the development of high-quality civic spaces by integrating artists into the planning and design process at the earliest possible opportunity, encouraging innovative approaches to civic art, and providing access to artistic experiences of the highest caliber for the residents of Los Angeles County.

### **Responsibilities**

Reporting to the Director of Civic Art and working as a member of a team, the Civic Art Program Assistant performs administrative and office support activities for the Civic Art Program.

### **Examples of Duties**

- Provide administrative and staff support to the Director of Civic Art, the Civic Art Committee of the Arts Commission and other civic art staff
- Coordinate meetings, civic art program calendaring and occasional special events
- Assist in the coordination of civic art projects, including artist recruitment, selection process and project data management
- Assist in research, evaluation, development and submittal of grants applications
- Draft meeting agendas and minutes
- Coordinate project status updates and draft project reports
- Serve as lead in the preparation of the Civic Art Annual Report
- Liaison civic art communication needs, including but not limited to:
  - Social media requests
  - Email campaigns
  - Survey management
  - Collateral and educational material
  - Website updates
- Coordinate and respond to information requests from the public, media, artists and other public art programs

### **Qualifications**

Candidates should have experience in a responsible administrative role, preferably with a nonprofit art organization or municipality working in a support capacity. The successful candidate will have knowledge of, or interest in, public art and contemporary visual arts; proven top-notch organizational skills; excellent oral and written communication skills; familiarity with design and photo editing software; and advanced knowledge of Microsoft Windows 7, MS Word, PowerPoint, databases and Excel.

**Term & Compensation**

This is a full-time contract position. The annual compensation is \$31,000-\$42,000 based on experience. Selected contractor will be required to have General Liability and Auto Insurance and must complete a Live Scan (criminal background check).

**To Apply**

Please submit a cover letter, no more than two pages, stating why the position is of interest and your skill set relevant to the position, résumé, a list of three professional references, including name, title, company and contact information, and salary history to Lida Venieri, Civic Art Finance and Operations Manager, [IVENIERI@ARTS.LACOUNTY.GOV](mailto:IVENIERI@ARTS.LACOUNTY.GOV).

Applications will be reviewed on a rolling basis. Position will remain open until the staffing need is met and may close without advance notice.

Finalists will be required to present a five minute PowerPoint presentation on civic art and submit a writing sample.

The Los Angeles County Arts Commission fosters excellence, diversity, vitality, understanding and accessibility of the arts in Los Angeles County. The Arts Commission provides leadership in cultural services for the County, encompassing 88 municipalities, including funding and job opportunities, professional development and general resources. [LACOUNTYARTS.ORG](http://LACOUNTYARTS.ORG).