



JOB OPPORTUNITY NOTICE – EMERGENCY APPOINTMENT

Arts Manager I (Preservation Manager) Hollyhock House – Community Arts Division Department of Cultural Affairs

Salary Range: \$85,649–\$125,238

The Los Angeles Department of Cultural Affairs is offering an emergency-appointment opportunity to candidates who meet the requirements for Arts Manager I (Code 2455-1) and plan to take the Arts Manager civil service examination once offered. The job opening is at Hollyhock House, located at 4800 Hollywood Boulevard in Barnsdall Park.

Emergency Appointment

The Rules of the Board of Civil Service Commissioners define an emergency appointment as a temporary assignment to a position made in accordance with City Charter Section 1013 (a) and (b). The appointment is authorized until a civil service eligible list is established for that particular job classification, but for no longer than one year. The appointment must be terminated when a regular appointment can be made from the eligible list to a permanent position of half time or more. The incumbent must apply to the Arts Manager exam when it becomes available to be considered for the full time position.

This position is *full-time and offers benefits* for the duration of the emergency appointment.

Job Description:

Reporting to the Site Director & Curator (Arts Manager II), the Preservation Manager (Arts Manager I) manages preservation projects and site maintenance for the historical structures, collections, and landscape in Barnsdall Park, including Hollyhock House, Residence A, and Schindler Terrace. This position requires expert knowledge and experience with historic preservation theory and practice as well as a thorough knowledge of construction project management, including a familiarity with *The Secretary of the Interior's Standards for the Treatment of Historic Properties*. The Preservation Manager will have the ability to carry out projects requiring the application of historic preservation, engineering, architectural, and landscape architectural standards and methods.

This position manages preservation and maintenance planning, work, and documentation, including the oversight of full-time contract custodial, City staff, and contractors.

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

- Participate in all aspects of historic preservation projects including:
 - Surveying and condition assessments
 - Creating written and photographic documentation
 - Preparing specifications, assessments, and treatment reports
 - Monitoring and ensuring quality performance of conservators, technicians, and external contractors and subcontractors
 - Reviewing and understanding all aspects of construction drawings and specifications
 - Performing and/or directing conservation treatments
- Successfully perform all aspects of project management, including:
 - Preparing draft proposals for potential projects including budgets and staffing plan
 - Organizing resources, staffing, and technology required to successfully perform projects
 - Managing project paperwork, schedules, material submittals, work plans, and progress reports
 - Conducting project related communications with contractors and vendors
- Regularly reviews site conditions to maintain an ongoing assessment and works with the Site Director & Curator to prioritize concerns.
- Ensures compliance with design specifications, building codes, and construction safety requirement.
- Continually manages complex preservation projects, often involving a multiplicity of systems and areas of specialization, including masonry, carpentry, painting, and window repairs.
- Provides hands-on support for all construction activities, and trains maintenance staff in museum-quality preservation methods and techniques and monitors their work.
- Maintains preservation project and collection records, including photographs, reports, plans, and other documentation.
- Assists in grant writing and reporting and supports fundraising and cost-containment efforts as necessary.
- Conducts research on the site and its structures, furnishings, and collections as necessary
- Supports installations and exhibitions in collaboration with curatorial staff to ensure site and collection safety.
- Composes and types moderately complex and/or confidential correspondence; responds to public inquires; coordinates collections and archives access.
- Works effectively as part of a team.

Schedule:

- Onsite Monday-Friday, 8:30 am-5 pm. Occasional nights and weekends as required.

Knowledge, skills, and abilities:

- Knowledge and experience with historic preservation, including a familiarity with *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.
- Advanced administrative experience with advanced typing, telephone communication, and Microsoft software required. Proficiency with MS Word, Excel, PowerPoint and Google Suite.
- Strong verbal and written communication skills are required, with internal colleagues as well as outside vendors, contractors, architects, and engineers.
- Strong organization skills and excellent attention to detail is required.
- Must have the ability to handle multiple priorities and work in a fast-paced environment. Must be flexible and adaptable to change.

Preferred Qualifications:

- Graduate or college degree or certificate in historic preservation, architecture, preservation studies, building trades, construction management, or a related field. Other combinations of work experience and education will be considered.
- Work experience at a historic property, and a familiarity of preservation construction projects at various scales.

Eligibility:

The emergency appointment opportunity is open to all individuals who meet the following criteria:

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.

To Apply:

All interested candidates should submit a cover letter, resume, and completed [City application](#). This document must be submitted as a single PDF file and sent to Jacyn Clayton, Department of Cultural Affairs Personnel Services, at jacyn.clayton@lacity.org. The subject line of the e-mail should read "Emergency Arts Manager – Hollyhock House". If you have any questions, please contact Jacyn Clayton by email or phone at (213) 482-6727. Applications are due by January 28, 2025.