

Enriching Lives



Posting Date: June 14, 2010

Civic Art Coordinator

Job Opportunity: Civic Art Coordinator

The Los Angeles County Arts Commission Civic Art Program, established in 2004, works with leading artists, County Departments and communities to create artwork and design for new and renovated facilities throughout Los Angeles County. Civic Art 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. The Civic Art Program has commissioned work for more than 50 County capital projects including public libraries, parks, pool houses, community centers, sheriff stations, prisons, and health centers. Recently commissioned artists include Ball-Nogues Studio, Kent Twitchell, Rebeca Mendez, Sandow Birk and Elyse Pignolet, Anne Marie Karlsen, Paul Tzanetopoulos and Wayne Healy among others. Los Angeles County is the largest municipal jurisdiction in the United States serving a population of over 10 million people. The County covers more than 4,000 square miles ranging from mountains to beaches and encompasses 88 cities and 137 unincorporated areas.

Reporting directly to the Director of Civic Art and working as a member of a team, the Civic Art Coordinator plays a pivotal role in the operation and management of the Civic Art Program.

Responsibilities of the Civic Art Coordinator include:

- organizing artist and vendor recruitment and selection processes, interfacing with artists, assembling and readying materials for panels, scheduling meetings and interviews;
- coordinating and implementing artist technical assistance and outreach programs;
- coordinating Project Coordination Committee meetings, start-up and other design team meetings, including drafting agendas, minutes and reports;
- creating and updating Web site information on the program, individual projects and all County-owned public art;
- working with project managers to prepare and track the status of artist and vendor contracts, including processing invoices and payments, schedules, and milestone payments;
- assisting the director in analysis, evaluation and preparation of annual program budget and quarterly update reports to various program stakeholders;
- developing and maintaining various databases tracking project and budget information;
- managing and maintaining program files, records and other information resources;
- providing staff support to Civic Art Committee of the Arts Commission;
- responding to informational requests from the public, media, artists and other public art programs;
- working with the Arts Commission's communications staff to draft and assemble program educational and publicity materials, and monitoring production and distribution;
- analyzing and streamlining administrative systems and procedures;
- coordinating activities and schedules of interns and professional student workers; and
- providing general administrative support to the director and project managers.

Qualifications

Candidates should have a minimum of four years experience in a responsible, administrative support role, preferably with a nonprofit organization or municipality, with at least one of these years working in an arts program 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; advanced knowledge of Microsoft Windows 7, MS Word, PowerPoint, databases and Excel. A candidate with a BA in visual arts, public administration or a related field is desirable. This is a 40-hour per week contract position.

Compensation

The annual compensation is \$42,000 – \$46,000 based on experience, with additional reimbursement available for health care, liability insurance and travel.

To Apply

Please submit résumé, cover letter, and a list of three professional references to:

Greg Esser, Director of Civic Art
Los Angeles County Arts Commission
1055 Wilshire Blvd, Suite 800, Los Angeles, CA 90017
(213) 202-5858 phone; (213) 580-0017 fax;
civicart@arts.lacounty.gov email

Electronic submission is preferred.

Initial Application Deadline: Please submit requested materials no later than 5:00 p.m. Pacific time on Wednesday, July 7, 2010, however the position will remain open until filled.

About the Los Angeles County Arts Commission

The Commission fosters excellence, diversity, vitality, understanding and accessibility of the arts in Los Angeles County. The Commission provides leadership in cultural services for the County, including information and resources for the community, artists, educators, arts organizations and municipalities.

There are over 2,800 arts organizations and 150,000 working artists in the County of Los Angeles, creating the largest concentration of arts activity in the United States.

Visit our website for the breadth and depth of the Arts Commission's programs:
<http://www.lacountyarts.org/> and for additional information about the Civic Art Program.