

WEST HOLLYWOOD The Creative City



Arts Technician — Arts Division

Economic Development Department

\$5,955- \$7,609 Monthly

The Opportunity: To work alongside creative and committed professionals, performing various logistic and administrative functions related to Arts Division programming such as One City One Pride LGBTQ Arts Festival, Summer and Winter Sounds Concerts, and various speakers and film series, among others. This position will also prepare and participate in City Council and Arts & Cultural Affairs Commission initiated events/programs, including providing administrative support to commission bodies and special committees.

Responsibilities may include:

- Coordinating event programming and production for the Arts Division and Arts and Cultural Affairs Commission
- Organizing logistics for meeting and event sites
- Serving as liaison and/or secretary to commission bodies and special committees
- Coordinating volunteers
- Promoting programs through social media and developing publicity materials
- Interacting with Council Offices and City management, various staff and divisions to coordinate requests
- Responding to a wide range of customer inquiries, requests and concerns and provides general to highly detailed information regarding the City's arts and culture programs.

Education and Experience:

High school diploma or GED; (Associates degree in related field preferred); and, three to four years of progressively responsible related experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

Schedule:

Working time may require irregular hours, various shifts, weekends, holidays and/or on-call status.

Deadline to submit applications: August 31, 2017

Applicants must submit a City job application with the Human Resources Division by the filing deadline. To apply and view additional job information please visit www.weho.org/services/employment. If you are unable to submit your application materials online you can obtain an application package by contacting (323) 848-6860 or at City Hall, 8300 Santa Monica Blvd., West Hollywood, CA 90069. Postmarks will not be accepted. AA/EOE. If you have questions or need special accommodations with the recruitment process, please contact Duane Cobb at (323) 848-6491 or dcobb@weho.org

The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy.