



City of Los Angeles

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City of Los Angeles Personnel Department

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ARTS MANAGER

Class Code: 2455

Open Date: 07-25-14

ANNUAL SALARY

\$55,164 to \$68,528; \$64,978 to \$80,722; and \$76,274 to \$94,774

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

NOTE:

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

An Arts Manager assigns, reviews and evaluates the work of a staff engaged in the administration of diverse art activities and programs, such as community and public arts, architectural design and review, cultural grant programs, art collections management, historic preservation, development and fund raising, marketing, youth arts education programs, and cultural planning, or performs professional staff work in the above programs; develops budgets and expenditure plans; utilizes and maintains financial tracking and management systems; engages with the general public and elected officials as required; applies sound supervisory principles and techniques in building and maintaining an effective work force and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

1. Three years of full-time paid experience as a program administrator or director of an organization responsible for supervising a staff and for coordinating, developing, and implementing:
 - a. fine arts, digital media arts, visual arts, folk arts, performing arts, or cultural activities and programs; or
 - b. programs and activities involving public art and/or community arts; or
 - c. 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 Art History, Art Administration, Architecture, Business Administration, Cultural Studies, Historic Preservation, Marketing, Communications, English, Nonprofit 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 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 Artist Certificate from a recognized conservatory, college or university in Art History, Arts Administration, Architecture, Business Administration, Cultural Studies, Historic Preservation, Marketing, Communications, English, Nonprofit 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 involves the activities described in Requirement #1.

NOTES:

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement has been met.
2. Some positions may require a valid California driver's License. Candidates will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.
3. In addition to the regular City application form, each applicant is required to complete the Arts Manager Qualifications Questionnaire at the time of filing. The Arts Manager Qualifications Questionnaire is located within the Supplemental Question Section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.

SELECTIVE CERTIFICATION:

In accordance with Charter Section 1010 (b) and Civil Service Rule 5.31, selective certification will be used for some positions that require special skills and/or training. Only persons possessing the following as of the close of the filing period may be considered for appointment to fill such positions:

Two years of full-time paid experience in the field of historic preservation including the application of the Secretary of the Interior's Standards for the Treatment of Historic Properties.

WHERE TO APPLY

Applications and Qualifications Questionnaires will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

NOTES:

1. Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.
2. All application materials must be complete for you to be considered a candidate in this examination.

APPLICATION DEADLINE

Applications and Qualifications Questionnaire must be received by THURSDAY, AUGUST 7, 2014.

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the written test in the following order: 1) Applicants currently employed by the City of Los Angeles who meet the minimum requirements, or are on a reserve list; 2) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from July 25, 2014 in the event that additional applicants need to be tested to meet hiring needs.

EXPERT REVIEW COMMITTEE

Should a large number of qualified candidates file for this examination, an expert review committee may be assembled to evaluate each candidate's qualification for the position of Arts Manager. In this evaluation, the expert review committee will assess each candidate's training and experience based upon the information in the candidate's City employment application and their Qualifications Questionnaire. Those candidates considered by the expert review committee as possessing the greatest likelihood of successfully performing the duties of an Arts Manager, based solely on the information presented to the committee, will be invited to participate in the interview.

SELECTION PROCESS

Examination Weight: Interview100%

The examination will consist entirely of an evaluation of the candidate's professional and personal qualifications by interview. In the interview, emphasis will be placed on the adequacy of the candidate's experience, and training as they have provided the necessary knowledge and abilities to effectively perform the duties of an Arts Manager, including knowledge of: assigning and evaluating the work of a staff engaged in the administration of diverse art activities and programs, including an understanding of arts administration and a variety of art disciplines; Architecture and Historic Preservation; community resources to assist with the presentation and evaluation of art works, projects, and programs; grants writing and administration; safety principles and regulations; principles of supervision, including assigning, delegating, reviewing, motivating, training and implementing Equal Employment Opportunity policies; and the abilities to: prepare estimates of time and cost budgets and schedules for various projects and programs, evaluate effectiveness of programs, plan, coordinate and organize work assignments in order to accomplish goals in a timely manner; plan, design, coordinate, and implement marketing, media, fundraising, and public events and programs; analyze information and make decisions and recommendations; interact tactfully and effectively with numerous culturally and economically diverse publics, including elected and other public officials, department personnel, representatives from public and private sector businesses and organizations, artists from various disciplines, community representatives, other City employees, the media, and the general public; communicate orally in a clear and effective manner; and other necessary skills, knowledge, and abilities.

The Qualifications Questionnaire will not be separately scored, but will be considered by the interview board in evaluating each candidate's qualifications. Candidates may expect the interview panel member to discuss this information during the interview. Qualifications Questionnaires submitted by candidates on the day of the interview will not be accepted for presentation to the interview board.

Candidates will be notified later by mail of the specific date, time, and location of the interview, which will be held in Los Angeles.

NOTES:

1. This examination is based on a validation study.
2. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. A final average score of 70% is required to be placed on the eligible list.

Notice:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

**THIS EXAMINATION IS TO BE GIVEN
ONLY ON AN OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome