



# City of Los Angeles

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City of Los Angeles Personnel Department

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## ARTS ASSOCIATE

**Class Code: 2454**

**Open Date: 04-11-14**

### **ANNUAL SALARY**

\$49,840 to \$61,930

### **DUTIES**

An Arts Associate performs a broad range of entry-level professional work in the administration of community and public arts, architectural design and review, grant programs, mural commissioning and conservation, art collection management, arts marketing, arts education, and/or historic preservation, while receiving on-the-job training and experience in preparation for career advancement in various art administration areas.

### **REQUIREMENTS**

1. A bachelor's degree from a recognized four-year college or university with a major in Arts (literary, media, performing, and/or visual), Cultural Studies, Literature, English, Art History, Art Administration, or a closely related field; **or**
2. An associate of arts degree from a recognized two-year college with a major in Arts (literary, media, performing, and/or visual), Cultural Studies, Literature, English, Art History, Art Administration, or a closely related field, including completion of at least 9 semester units or 14 quarter units in the fields listed; **and** two years of full-time paid experience in assisting and coordinating a program in an organization responsible for fine arts, public art, or cultural programs and activities; **or**
3. Four years of full-time paid experience in assisting and coordinating a program in an organization responsible for fine arts, public art, or cultural programs and activities.

### **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 may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

### **WHERE TO APPLY**

Applications 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?promotionaljobs=1> for Promotional Examinations.

### **NOTE:**

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

### **APPLICATION DEADLINE**

**Applications must be received by THURSDAY, APRIL 24, 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 April 11, 2014 in the event that additional applicants need to be tested to meet hiring needs.

## **SELECTION PROCESS**

<b>Examination Weight:</b>	<b>Written Test</b> .....	<b>Qualifying</b>
	<b>Essay</b> .....	<b>Advisory</b>
	<b>Interview</b> .....	<b>100%</b>

The examination will consist of a qualifying written test, an advisory essay exercise, and an interview. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: dance, interdisciplinary or multidisciplinary experiences, literary arts, media arts, music, theater, urban and design arts, visual arts, and public sculptures, monuments, and murals; local or regional cultural assets, resources, agencies or practitioners in after school art programs/centers, adult continuing education art program/centers, broadcast television and radio, on-line sites for the presentation or preservation of creative works, and street festivals and/or parades; state, federal, or international cultural associations or resources; the ability to: prepare estimates of time and materials; read and interpret written material sufficient to apply the information to specific situations; write reports and use principles of proper English usage, syntax, spelling, sentence structure, punctuation, and grammar; use word processing or other standard software; read maps; interact with others courteously, patiently, and firmly when necessary in difficult and/or disagreeable situations; and other necessary knowledge, skills, and abilities.

At the time of the written test, candidates will be required to prepare some written material in response to a problem related to the duties of an Arts Associate. This material will not be separately scored, but will be presented to the interview board for consideration in the overall evaluation of the candidate's qualifications during the interview.

Candidates will be notified later by mail of the time and location of the qualifying written test and advisory essay which will be administered in a single half-day session on **SATURDAY, JUNE 14, 2014** in Los Angeles.

### **Passing Score for Qualifying Written Test**

The passing score for the qualifying written test will be determined by Personnel Department staff after the written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying written test may be set either above or below 70%.**

The examination score will be based entirely on the interview. Candidates must achieve a passing score on the qualifying written test in order to be called for the interview.

In the interview, candidates may be examined for knowledge of: various art disciplines; the ability to: schedule and/or plan monthly or annual responsibilities; logically and effectively organize priorities; seek advice and trouble-shoot regarding possible problems; propose solutions based upon staff experience and customer feedback; analyze and integrate data; aggregate qualitative histories or outcomes; use on-line/web-based search engines for research in gathering data, fact-checking information, or preparing memos, letters, news releases, or reports; communicate in writing for the purpose of persuading others to adopt a specific opinion or course of action; write memos, letters, or news releases which use correct English grammar, syntax, spelling, and sentence structure in order to provide information, to make requests and to answer questions; persuasively communicate art information and evaluation to diverse audiences through oral presentation; persuasively communicate an opinion or course of action through oral presentation; facilitate dialogue and/or disagreement in community meetings, grant review sessions, etc.; follow verbal instructions; deal tactfully and effectively with others in difficult and/or disagreeable situations; and other necessary knowledge, skills, and abilities.

Candidates will be notified later of the date, time, and place of their interview, which will be held in Los Angeles.

### **NOTES:**

1. This examination is based on a content validation study and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
2. 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.
3. 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](http://per.lacity.org/exams/verify_disability.pdf).
4. A final average score of 70% is required in the interview 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.