

## **Arts Council for Long Beach**

### **Public Art Associate**

#### **Join Arts Council for Long Beach**

For over 40 years, Arts Council for Long Beach (ArtsLB) has been the official arts agency for the city. Our goal is to improve the quality of life through the arts for all Long Beach community members. ArtsLB works to support individuals, groups, and other organizations by increasing their access to and participation in the arts.

We are seeking Public Art Associates to join our team who share the vision of empowering hyper-local communities in historically disinvested neighborhoods by fostering access to public art programming and collaborating with artists with a deep connection to Long Beach who live, work or actively create here.

#### **About the Position**

The Public Art Associate is an integral part of the organization's team. This position is responsible for collaborating with the Director of Public Art in the coordination, documentation, archiving, or maintenance of permanent, temporary, or event-based public art programming in Long Beach neighborhoods.

#### **Schedule**

The schedule for this position is 24-29 hours a week Monday through Friday. It is a permanent part-time position. However, the Public Art Associate will be expected to work occasional evening and weekend shifts for programming activities such as staffing events or attending community meetings.

#### **Location**

This position will work from our downtown Long Beach office and is eligible for a hybrid schedule with the opportunity to work one remote workday per week.

#### **Compensation & Benefits**

The compensation for this position is \$17 - \$25 per hour and the following benefits:

- 403b with 3% employer match.
- Paid vacation leave.
- Paid holidays.
- Paid sick leave.
- Tech stipend.
- Travel stipend.

#### **Essential Position Responsibilities**

- Assist with coordinating a wide variety of public art projects in Long Beach.
- Report inquiries to the Director of Public Art.
- Conduct research, data entry, and cataloging of public art in Long Beach.
- Assist in maintaining public art content on ArtsLB's website.
- Assist in compiling information to communications staff regarding programming.
- Other responsibilities as assigned.

## **Education & Experience**

- Those with an interest in history, ethnic studies, anthropology, geography, English, or art history are highly encouraged to apply.
- Familiarity with the visual arts genre is required.
- Experience in conducting research and data management is preferred.
- Two years of experience working with communities to develop programs or events preferred.

## **Qualifications**

- Must be willing to work evenings and weekends a few days a month.
- Passion for building and strengthening community.
- Strong proofreading skills.
- Friendly, approachable, collaborative, and professional demeanor.
- Strong customer service skills.
- Ability to remain organized while managing multiple details.
- Excellent written and verbal communication skills.
- Knowledge of Google Suite is required.
- An interest in learning WordPress, ClickUp, Hubspot, Mailchimp, and Canva.
- Bilingual in English and Spanish, Khmer, or Tagalog preferred.
- Experience in conducting archival research and collecting data is preferred.

## **What's Next?**

Thank you for your interest! Please submit a cover letter, resume, and writing sample for consideration to [publicart@artslb.org](mailto:publicart@artslb.org). The application window closes May 31, 2023, candidates will be interviewed on a rolling basis. The start date will be on or before July 5, 2023. We are unable to accept direct inquiries about this position (i.e. phone calls, emails).