



**Institute of Contemporary Art Los Angeles (ICA LA)  
Learning & Engagement Assistant**

**Reports to:** Director of Learning & Engagement

**Status:** Full-time / Non-Exempt

**Benefits:** Healthcare (including vision and dental), vacation, sick leave, and paid holidays, following a probation period.

To apply: send a CV and cover letter with writings samples and at least two professional references to [learning@theicala.org](mailto:learning@theicala.org). No calls, faxes, or in-person unscheduled visits, please.

**Overview**

The Learning and Engagement Assistant provides administrative and logistical support for the Director and Department of Learning and Engagement and facilitates the production of all Museum public programs and education initiatives.

**Primary Responsibilities**

**Administration**

- Assists the Director of Learning and Engagement with general operations, organization, and execution of programs and initiatives with day-to-day and ongoing administrative tasks.
- Coordinates L&E meetings and scheduling. Manages LE calendars (Learning, Tours) and email accounts.
- Composes, distributes, and collects agreements, timelines, and all other materials to produce programs. Manages L&E archives and working files.
- Aids in the writing, editing, and printing of all program-related content including: program descriptions for ICA LA's website, PR/Marketing, newsletter, signage, and hand-outs. Also manages content on public platforms (YouTube, Soundcloud, other)
- Co-supervises the institution's interns and volunteers
- Organizes, coordinates research, writes, edits, proofs, and coalesces written materials for program proposals and grants in whatever capacity the project demands.
- Regularly updating the department's data and information logs to reflect accurate attendance numbers, expenses, contact information and year-end reports, etc. Assists with the management of department budgets
- Assist with the development of fundraising strategies, partnerships, and collaborations for LE programs and initiatives

**Program Coordination**

- Coordinates L&E travel and manages associated expenses and budgets for contractors (speakers, artists, partners).

- Lead tours for all audiences, from youth to adult, as needed
- Coordinates *Mondays for Schools* program with local schools
- Assist, coordinate, and vision for the *Agency of Assets* teen outreach program (a 7-month Fellowship program for area high school and 1<sup>st</sup>-year college students)
- Work with Director of L&E on special projects with artists and community partners
- Implements the run-of-show for programs, events, and activities with at a high standard of excellence. Assistance with setup and breakdown before and after programs.
- Engages and trains volunteers, when needed
- Simple documentation of L&E events and programs for our archives. Management of professional documentation contracting (VR; photo; video; livestream)
- Outreaches with the Director of L&E to develop and build relationships on a community and civic level
- Assist with the development of cross-sectional, inter-disciplinary partnerships with the community at-large

### **Qualifications**

- Bachelors and/or Masters degree. Preferred concentrations: Art, Art History, Arts Administration, Museum Studies, Arts Education, Curatorial Studies, Public Art, or an equivalent combination of experiences in a related field and at least two years related employment experience
- Proven experience in organizing events, programs, or activities is essential, preferably in a contemporary arts context
- Assist with the development of cross-sectional, inter-disciplinary partnerships with the community at-large
- Superb organizational skills, attention to detail, and follow through
- A strong sense of professionalism and responsibility, respectful attitude, team spirit, and willingness to learn on the job
- Excellent communication and presentation skills both verbal and in writing
- Excellent computer skills, particularly MS Office and Adobe Creative Suite. Other multimedia knowledge a plus (video editing, new tech: VR/AR, sound editing)
- Availability nights and weekends as required to deliver the public programs calendar of events

### **EEO Statement**

ICA LA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

### **About ICA LA**

The Institute of Contemporary Art, Los Angeles (ICA LA) is an epicenter of artistic experimentation and incubator of new ideas.

Founded in 1984 as the Santa Monica Museum of Art (SMMoA) and reestablished in 2017 with a new identity and home in Downtown Los Angeles, ICA LA is a non-collecting museum and builds upon a distinguished history of bold curatorial vision and innovative programming to illuminate the important untold stories and emerging voices in contemporary art and culture. The museum's 12,700 square-foot renovated industrial building—designed by wHY Architecture under the leadership of Kulapat Yantrasast—

features ample space for exhibitions, public programs, retail pop-ups, integrated offices, and special projects.

ICA LA's mission is to support art that sparks the pleasure of discovery and challenges the way we see and experience the world, ourselves, and each other. ICA LA is committed to upending hierarchies of race, class, gender, and culture. Through exhibitions, education programs, and community partnerships, ICA LA fosters critique of the familiar and empathy with the different.

ICA LA is committed to making contemporary art relevant and accessible for all. Admission is free.