



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

Department: Learning & Engagement

Reports to: Director of Learning & Engagement

Status: Part-time (60%)

Salary: \$25/hr

Overview

The Learning & Engagement Assistant provides administrative and logistical support for the Director of the department of Learning & Engagement (LE) and facilitates the selection, realization, and production of all Museum public programs, education, and engagement initiatives.

Primary Responsibilities

General Administration:

- Assist Director of Learning & Engagement with general operations, organization, and execution of programs and initiatives with day-to-day and ongoing administrative tasks.
- Coordinates LE 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 LE archives and working files.
- Assists in the writing, editing, distributing (and printing, when needed) of all program-related content including: program descriptions for website, PR/Marketing, newsletter, didactic signage, hand-outs.
- Uploads/manages program content on public platforms (YouTube, Soundcloud, other).
- Co-supervises the institution's interns and volunteers.
- Researches, writes, edits, and coordinates written materials for program proposals and grant narratives.
- Regularly updates the department's data and information logs to reflect accurate attendance numbers, expenses, contact information, and data for year-end reports.
- Assists with the development and management of department budgets.
- Assists with the development of fundraising strategies, partnerships, and collaborations for LE programs and initiatives

Program Coordination:

- Coordinates LE event logistics for contractors and manages associated expenses and budgets for contractors (speakers, artists, partners).
- Assists, when needed, with events outside of the LE department (i.e. fundraising, opening receptions, special events)
- Lead tours for all audiences, from youth to adult, as needed.
- Coordinate *Mondays for Schools and Community Groups* program on-site with local schools and organizations (LAUSD, Para Los Ninos, Metropolitan High School).

- Assists in the envisioning and coordination of activities for the *Agency of Assets* teen outreach program (Fellowship program for area high school and 1st-year college students).
- Work with Director of LE on special projects with artists and community partners.
- Welcomes visitors and serves as the face of the department during program and event check-in. General event supervision.
- Assists in the implementation of the run-of-show for programs, events, and activities. Assists with setup and breakdown before and after programs.
- Simple documentation of LE events and programs for our archives. Management of professional documentation when needed.
- Assists with research for the FIELDWORK funder council.
- Outreach with the Director of LE to develop and build relationships with community members and civic leaders.
- Researches topics and activities that are relevant to the objectives of the LE department. Ongoing research and fieldwork in areas LE is considering for growth.
- Assists with the development of cross-sectional, inter-disciplinary partnerships with the community at-large.

Qualifications

- BA or MA in Arts Administration, Museum Studies, Arts Education, Curatorial Studies, or Public/Urban Policy, or an equivalent combination of experience in a related field and at least two years related employment experience.
- Proven experience organizing events, programs, and activities, preferably in a contemporary art context.
- 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 skills, both verbal and in writing.
- Experience with digital online content development.
- Strong understanding of social media platforms and their functions.
- Excellent computer skills, particularly MS platforms, including Word, Outlook, PowerPoint, and Excel, and Adobe Creative Suite, particularly Photoshop, InDesign. Other multimedia knowledge a plus (video editing, photography, new tech: VR/AR, sound editing).
- Ability to work flexible hours including evenings, weekends, and holidays, as required to coordinate the public programs calendar of events.
- CA driver's license.
- Bilingual in English and Spanish (or another language) a plus.

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 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.

To apply

Please send a cover letter, CV, with and at least two professional references, and writing samples to opportunities@theicala.org, including the name of the position in the subject line.

Please no calls or in-person unscheduled visits.