



501 N. Main Street, Los Angeles, CA 90012  
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## **PUBLIC PROGRAMS COORDINATOR**

### **ABOUT LA PLAZA**

LA Plaza de Cultura y Artes is an anchor cultural institution in Los Angeles County centering the Latino experience and providing a space to uplift, share, and preserve the stories of Mexicans, Mexican Americans, and all Latinx people in Southern California. Established in 2011, LA Plaza operates as a non-profit organization governed by a board of directors and partially funded by Los Angeles County. LA Plaza is a Smithsonian affiliate museum. More information is available at [www.lapca.org](http://www.lapca.org).

### **THE OPPORTUNITY**

Reporting to the Director of Public Programs and Culinary Arts, the Public Programs Coordinator is responsible for supporting the planning and execution of LA Plaza's public programs. The Public Programs Coordinator will research, develop and assist in the implementation of public programs at LA Plaza. Programs range from book talks, lectures, film series, to music performances and festivals.

### **PRIMARY RESPONSIBILITIES**

- Serve as on-site point person for events as needed, supporting the management of events on the day of, including event set-up, communication with staff, coordinating event functions with facilities, security and janitorial staff, organizing vendors, and managing load-out.
- Proactively anticipate and troubleshoot any emerging issues during planning process and on event day.
- Oversee program set-up and breakdown; ensure materials are maintained and organized for efficient turn-over between events. Operational support of public programs: purchase, organize, and maintain supplies including communal storage area. Oversee instructors and assistants before, during, and after art classes.
- Work closely with the Marketing and Communications Department to promote programs, including the development of content for marketing materials, e-communications (newsletter/website) and social media channels (Instagram, TikTok, Facebook, etc.).
- Provide administrative support to the Director of Public Programs and Culinary Arts as needed: prepare, submit, and reconcile invoices, purchase orders, and other financial transactions. Help maintain department budget and records. Working closely with the Director to prioritize work according to departmental needs; determine workflow problems and develop solutions.
- Maintain the primary programming calendar for the organization.
- Collects and reports monthly programming data (e.g., attendees, feedback, etc.)

## **PREFERRED QUALIFICATIONS & SKILLS:**

- Strong connection to and understanding of the Los Angeles County region and the Latinx community; knowledge of Chicano and Latin American culture.
- A minimum of four years of experience creating and managing arts programming.
- Ability to communicate effectively with a wide range of personalities, age groups, and ethnicities.
- Demonstrated ability to support programs, expand engagement and impact.
- Proficiency in all Microsoft Office applications and ability to learn new systems and adapt to emerging technologies
- Ability to take direction and work independently.
- A strong customer service/audience engagement orientation.
- Fluent in Spanish Language preferred.

## **PHYSICAL DEMANDS**

- Ability to lift 50 lbs, bend, stretch, stand for extended periods of time, climb stairs, reach, twist, sit, walk, and/or run.

## **EMPLOYMENT STATUS**

Full-time, nonexempt position.

Hybrid schedule that includes work at LA Plaza in downtown Los Angeles, with occasional evening and weekend activity.

## **COMPENSATION**

Salary \$45,000.00 per year

\$50.00 monthly cell phone/internet stipend

Individual health, dental and vision care

Non-matching 401k

Free parking

20% Discount in LA Plaza LA Tienda and Tiendita

Employment background screening will be conducted and conditional upon any offer of employment.

Proof of COVID-19 vaccination will be part of on-boarding processing.

LA Plaza de Cultura y Artes is an Equal Opportunity/Affirmative Action, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

## **How to Apply**

Please send resume and cover letter, demonstrating your interest and qualifications, and at least three references to [jobs@lapca.org](mailto:jobs@lapca.org).