



<https://sparcinla.org/job/personal-assistant-to-artistic-director-ceo/>

Personal Assistant to Artistic Director/CEO

Description

The Personal Assistant provides administrative support to the Artistic Director/CEO. A high degree of tact, diplomacy, discretion, judgment, sensitivity and confidentiality in all interactions is essential to this role.

Social and Public Art Resource Center is committed to a workplace in which every employee has equitable opportunities and support, and experiences a sense of belonging. Individuals with diverse backgrounds, identities, and experiences are encouraged to apply.

Responsibilities

- The Personal Assistant serves as the Artistic Director/CEO point person/liaison during assigned events, maintaining on call status.
- Requires driving to run errands, take Artistic Director/CEO to events, etc.
- Working mainly out of home office
- Arranging artist travel and hotel; drafting and distributing artist itineraries and driving schedules.
- Maintaining Calendar
- Communicating with Galleries/Museums
- Expense tracking and reconciliation
- Contract management and record keeping.
- Assist in communicating artist and programming information to other staff
- Facilitate communication and understanding between the SPARC team and, key administrative staff, and external contacts.
- Other tasks as needed.

Qualifications

- Highly organized with excellent attention to detail.
- Excellent spoken and written communication skills and ability to speak fluently with diverse personalities and persons of various social, cultural, economic and educational backgrounds.
- Self-manage, prioritize and work with grace under pressure to meet deadlines, both individually and as a team player
- Ability to manage multiple projects/tasks at once, and pro-actively problem solve in a fast-paced environment
- Interact with diplomacy, discretion with sensitive information, and professionalism.
- Knowledge of and passion for the arts is essential to this position
- Proficient in Microsoft Office applications (Outlook, Word, Excel, PowerPoint, etc.).
- A valid driver's license.
- Spanish speaking skills a plus
- Bachelor's Degree a plus.
- Minimum 2 year administrative experience in professional in the arts

Benefits: This is a part time position to start

Hiring organization
SPARC

Employment Type
Part-time

Job Location
Venice

Working Hours
Monday to Friday. Weekend availability.

Base Salary
\$ 18 - \$ 20

Date posted
August 7, 2025

Frequent evening and weekend work required.

Contacts

About the Organization

Social and Public Art Resource Center (SPARC) is a community-based non-profit arts organization founded in 1976 by muralist Judith F. Baca, filmmaker Donna Deitch and artist Christina Schlesinger. SPARC is dedicated to producing, presenting and preserving public artworks in Los Angeles neighborhoods. The organization is best known for its work in hundreds of Los Angeles neighborhoods at a grassroots level to produce the rich legacy of Los Angeles murals.

Submitting an Application

Please submit a resume, cover letter, and 3 references to: **nigrita@sparcinla.org**

Job Type: Part-time

Pay: \$18.00 – \$20.00 per hour

Schedule:

- Monday to Friday
- Weekend availability

Ability to commute/relocate:

- Venice, CA: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person