



Job Announcement

The Italian American Museum of Los Angeles is seeking a full-time administrative assistant to work in a fast-paced museum and office environment. The ideal candidate should be familiar with museums and/or non-profit organizations and have excellent communication skills. Working some evenings and weekends will be required.

About the Italian American Museum of Los Angeles (IAMLA)

The IAMLA is a social history museum located in downtown Los Angeles. In addition to its permanent exhibition, the museum presents a number of temporary exhibitions, events, and public programs each year.

Duties may include:

General office administration; coordinating events, exhibitions, and public programs; research; interfacing with members, the general public, docents, and contractors; outreach and marketing, including social media.

Hourly wage \$18.00

Qualifications of applicant:

Applicant must be able to work legally in the United States; the IAMLA will not sponsor visa applicants. Applicant must have excellent command of the English language, both written and verbal. The position calls for a well-organized, highly reliable, motivated candidate who demonstrates initiative. Extreme attention to detail and acute organizational skills are a must. Previous event planning experience and research experience is preferred. Must pass background check, be over 21 years of age, and possess a valid driver's license.

To Apply

Please send a resume and cover letter to info@italianhall.org. Application deadline is May 18, 2021. ABSOLUTELY NO IN-PERSON OR TELEPHONE INQUIRIES.