



**JOB ANNOUNCEMENT**  
Administrative Services & Communications  
Manager

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**ORGANIZATION OVERVIEW**

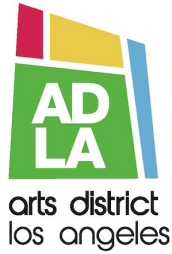
The Arts District Los Angeles (ADLA) is a 501(c)(3) non-profit organization established in 2014 to improve the quality of life for residents, property owners and visitors of the DTLA Arts District. With an annual budget of \$1.8 million, ADLA provides public safety and street maintenance services, while also creating and sharing information about the neighborhood. The objectives of ADLA are to improve public safety; increase cleanliness; support the arts; create a welcoming environment for pedestrians; and help people navigate the neighborhood.

**POSITION SUMMARY:**

The Administrative Services and Communications Manager will be responsible for providing administrative support to the Executive Director, managing the organization's communication program and coordinating special projects.

**RESPONSIBILITIES:**

- Hold a fundamental role within ADLA and contribute to the strategic communication plan for the Arts District;
- Manage the day-to-day activities of the communication program;
- Assist in the development and execution of strategic communication plans for projects, program and initiatives of the organization;
- Enhance brand identity and professional reputation of the organization;
- Develop creative assets;
- Produce accurate and compelling content for websites, blogs, social media channels, newsletter, etc.;
- Create / optimize exposure to happenings in the Arts District neighborhood;
- Attend board and committee meetings, including occasional evening events;
- Participate in community engagement through service on a local board or committee;
- Complete special projects and other duties as assigned;
- Take responsibility for a variety of administrative functions;
- Assist with preparation of monthly, quarterly and annual reports; &
- Perform other duties as needed



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**QUALIFICATIONS:**

The ideal candidate is an individual who is an exceptional graphic designer and interested in urban planning, politics, civic engagement and/or community building. The ideal candidate will have extensive knowledge of graphic design, styles, techniques and experience in implementing marketing campaigns. The ideal candidate will also have two-plus years professional experience with a minimum Bachelor of Arts Degree in marketing, communication, public relations or similar field from an accredited college/university. Other qualifications include:

- Excellent interpersonal and communication skills;
- Ability to self-manage and complete projects;
- Strong capacity for independent problem solving and follow-through;
- Ability to compose and edit written materials;
- Committed to doing detailed and complete work;
- Possess strong conceptual skills, high level sense of design, layout and typography;
- A broad thinker who is able to offer design solutions for a variety of needs;
- Excellent written and verbal communication skills with a professional customer-service approach;
- Mid-to-high level Adobe Creative Suite (InDesign, Acrobat, Photoshop, Illustrator, Dreamweaver, Premier)
- Proficient in Microsoft Office, Google Suite, and related business tools;

**POSITION TYPE:**

Full -Time

**WAGE:** \$86,000 - \$93,600

**TO APPLY**

To apply for this position please send a resume to [miguel@artsdistrictla.org](mailto:miguel@artsdistrictla.org)