



Job Announcement

The Italian American Museum of Los Angeles is seeking a part-time project assistant to work up to 24 hours a week in a fast-paced museum and office environment. Hours and days flexible, but some weekends will be required.

About the Italian American Museum of Los Angeles (IAMLA)

The Italian American Museum of Los Angeles is located in the Italian Hall overlooking Olvera Street in Downtown Los Angeles. Built in 1908, the Italian Hall is listed on the *National Register of Historic Places* and is among the oldest remaining structures from Los Angeles' historic Little Italy. The Italian American Museum of Los Angeles documents the history and ongoing contributions of Italian Americans and Italians in the context of our multi-ethnic nation.

Duties will include:

- Assisting with the organization and production of events, exhibitions, and educational activities
- Conducting historical and product-based research
- General office administration
- Interfacing with the public and outreach
- Starting hourly wage \$13.00

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. Problem solving skills are essential as well as the ability to follow directions accurately. Knowledge of Microsoft Word, Excel and other PC skills are required. 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 Marianna Gatto at info@italianhall.org. Please include your availability and your preferred number of hours per week. Application deadline is August 24th. **ABSOLUTELY NO IN-PERSON OR TELEPHONE INQUIRIES.**