



CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
Project Assistant (1542)



Salary: \$30.40 per hour

Special Event Support

The City of Los Angeles, Department of Recreation and Parks is seeking motivated individuals to support Department special events, such as FIFA Community Viewing events. This is an exciting opportunity to be part of a global sporting event by ensuring a high-quality viewing experience for the public.

POSITION OVERVIEW

- **Type:** Part-time, at-will, exempt.
- **Schedule:** Up to **39** hours per week during the World Cup (June 11 - July 19). Must be available for a flexible schedule including early mornings, evenings, weekends, and holidays as needed.
- **Location:** Hours and work locations may vary depending on operational and event needs.

DESCRIPTION OF DUTIES

A Project Assistant will be responsible for the operational coordination, compliance monitoring, and community engagement for special events. Primary duties include, but are not limited to:

Compliance, Administration & Financial Support

- **Event Space Compliance:** Assist with event space compliance by conducting desk reviews and site visits to ensure alignment with program scope, requirements, and guidelines.
- **Budget & Invoicing:** Assist with preparing, reviewing, and submitting contractor budgets, budget modifications, and invoices to the supervisor for payment processing.
- **Regulatory Adherence:** Assist in ensuring all event footprints comply with local fire marshal codes, safety, and ADA access requirements.

Community Engagement

- **Outreach:** Perform and coordinate outreach activities to promote events.
- **Partnership Liaison:** Serve as a liaison to community groups, external partners, and stakeholders.

Logistics

- **Logistical Setup:** Coordinate and assist with the precision placement of heavy equipment on-site, ensuring vehicles and trailers are leveled, secured, and compliant with safety regulations.
- **On-Site Execution:** Assist with the assembly of event components, supporting vendor load-ins/load-outs, and coordinating with the logistics team.

Safety & Site Management

- **Public Safety:** Manage the event space, prioritizing the safety of pedestrians and event attendees during the setup and strike phases.
- **Safety Officer Duties:** Serve in a designated safety coordination role during the 'strike' (teardown) phase of events.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- **License Requirement:** Possession of a valid California Driver's License and a satisfactory driving record at the time of appointment and throughout employment.
- **Age Requirement:** Must be at least 18 years of age at the time of application.

DESIRED QUALIFICATIONS

- **Experience:** Experience supporting special events, program coordination, logistics, compliance monitoring, administrative support, or a related field.
- **Professional Conduct:** Demonstrated reliability, accountability, and sound judgment when representing a public agency or organization.
- **Public Engagement:** Experience working with diverse community members, partners, or large public groups in a customer service or event environment.
- **Communication Skills:** Ability to communicate clearly and effectively, both orally and in writing.
- **Independent Work:** Ability to follow complex instructions, prioritize assignments, and work with minimal supervision in a fast-paced environment.

HOW TO APPLY

Please submit a resume with relevant experience via form only to: <https://bit.ly/RAPspecialevents>

Deadline: Applications will be accepted until all positions are filled.

An Equal Employment Opportunity Employer

As a covered entity under Title II of the American with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.