



## CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

### ENCINO COMMUNITY CENTER

4935 BALBOA BLVD, ENCINO, CA 91316

(818) 995-1690 [Encino.communitycenter@lacity.org](mailto:Encino.communitycenter@lacity.org)



## **RECREATION ASSISTANT**

### **Seasonal Theater Programs**

#### **Available Hours:**

- Three (3) positions available
- Seasonal Theater Programs
- 0-20 hours weekly, as needed.
- Various shifts Monday-Friday 5:00pm-9:00pm, Saturdays 9:00am-5:00pm
- Days and hours will vary based on program needs and the number of participants enrolled in the programs

#### **Description of Duties:**

- Duties and disciplines include, but are not limited to: Choreography, Stage Manager, Vocal Coach, Acting Instructor, Make-Up & Costumes, Video and Sound Operator
- Assistance in the organization, implementation, and planning of theater programs, as directed the Recreation Coordinator and/or Recreation Director
- Oversee theater program rehearsals, meetings, and performances.
- Clerical work including but not limited to: answering phones; collecting payments; maintaining and organizing program records; communicating with patrons.
- Ability to communicate with and instruct youth ages 5-16, and/or adults.

#### **Qualifications:**

- Must be 18 years of age or older
- Ability to have working knowledge of Microsoft Word, Excel, Publisher, and Canva.
- Able to effectively communicate both verbally and in writing
- Ability to lift, push, or carry a minimum of 25lbs.
- Willingness to follow city policy and procedures with all programs offered by the facility.

#### **To Apply:**

Email Resume to: [Aaron.Yates@lacity.org](mailto:Aaron.Yates@lacity.org) and cc: [Christian.Lutz@lacity.org](mailto:Christian.Lutz@lacity.org)

**Last Day to Apply:** May 8<sup>th</sup>, 2026