

**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS**



Griffith Observatory

2800 East Observatory Road
Los Angeles, CA 90027

Administrative Intern II
Salary: \$21.80 per Hour

(Current salary estimate is subject to change. Confirm the starting salary with Human Resources before accepting a job offer.)

An Observatory Administrative Intern II (Admin Intern II) is a part-time, at-will employee of the City of Los Angeles, Department of Recreation and Parks, who works at **Griffith Observatory**. The Observatory is open to the public six days a week (12:00 noon – 10:00 p.m. Tuesday-Friday, and 10:00 a.m. – 10:00 p.m. Saturday-Sunday).

Available Hours

- From 15 to 20 hours per week based on schedule and shift availability and the employee's availability and ability. There is no minimum guarantee of the number of hours worked. Hours and days will vary.
- The Observatory is closed to the public on Mondays, but office activities and special events are scheduled for Mondays. The Observatory School Program takes place most Wednesday-Friday mornings during the school year.

Description of Duties

- Work as-needed at Griffith Observatory and provide administrative support for activities of the Observatory Programming branch.
- Conduct staff scheduling, coordination, communications, and related activities in support of Programming part-time staffs.
- May support the Observatory School Program, as well as special events and programs.
- May provide administrative support to Observatory Programming staff as directed by the Curator.

Qualifications

- Completion of four years of education in a recognized four-year college/university is required.
- Coursework in astronomy, science, and/or business is preferred.

To Apply: Provide cover letter and resume to: Dr. Laura Danly, Curator
at goprogramming01@gmail.com

Deadline date to apply: Open until sufficient applications are received.

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.