



COMMUNICATIONS AND EVENTS COORDINATOR

Position Open June 17, 2025

Applications accepted April 1–21, 2025

POSITION DESCRIPTION

LACE is seeking a Communications and Events Coordinator to join the small and dedicated LACE Team to coordinate communications and marketing for the organization and lead event production. This position offers the opportunity to engage in LACE exhibitions and related public programming, creating strategies and messaging for both programmatic and institutional communications. The applicant will gain a valuable introduction to artists, curators, and collaborators working in contemporary art today.

The Communications and Events Coordinator reports to the Deputy Director and works closely with the LACE team to execute digital marketing strategies across LACE's website, newsletters, and social media. Their role is also responsible for event planning including developing run of shows, hiring support staff, coordinating hospitality, and more as assigned. This is a special opportunity for an applicant interested in engaging in contemporary art communications and event management.

RESPONSIBILITIES INCLUDE

COMMUNICATIONS

- Participate and contribute as a Team member to further the mission of LACE
- Manage social media, website updates, email marketing, refining and maintaining LACE's style guide across platforms
- Oversee the LACE digital archive, adding new content and updating posts as needed
- Build press kits for all major projects
- Create and adapt visuals and writing for routine communications and marketing, leading programmatic marketing copy and collaborating on institutional communications
- Coordinate production of printed marketing materials with opportunities for some design

EVENTS

- Develop event schedules in collaboration with the LACE team
- Work with Production and Operations Coordinator, lead tech rehearsals and event set up for programs, performances, and workshops
- Staff all events and hire support staff as needed
- Serve as lead contact for event-related vendors including printers, caterers, bartenders, and more
- Manage the LACE bookstore and any online or in person orders
- With Executive Director, serve as main contact for gallery rentals to assist in earned income generation

ADMINISTRATIVE



- Manage LACE apprentices, train and delegate communication and marketing projects
- Delegate and/or perform daily office/gallery procedures: digital and paper file management, data entry, organization, and maintenance
- Provide administrative support for memberships and other fundraising activities
- Greet visitors and educate the public about LACE's programming and assisting artists, guest curators, and collaborators
- Oversee attendance tracking
- Assist with exhibition and special event production when needed
- Assist with other duties as assigned

REQUIREMENTS

- Bachelor's degree in relevant field including Studio Art, Art History, Marketing, Communications, Graphic Design
- Strong passion for the arts and visual culture, contemporary art knowledge required
- Exceptional writing, verbal, and interpersonal skills
- Adaptability and excellent creative problem-solving skills
- Organizational and project management skills, with the ability to multi-task and the confidence to self-direct
- Computer knowledge: MAC OS, Microsoft Office, Adobe Creative Suite, and database management
- Bonus: Demonstrated graphic design skills, A/V technical knowledge. Spanish-speaking is a plus.

COMPENSATION & TIME COMMITMENT

Hourly Compensation: \$28

Benefits: 3 weeks paid vacation, paid time off for winter holiday, up to 10 paid sick days, parking pass, Kaiser health insurance coverage with 50% LACE contribution

Current office location: 6464 Sunset Blvd., Suite 1070, LA CA 90028

Full-time position – 40 hours per week

–Monday–Friday, 10am – 6pm with weekend and evening hours for programs

–Hybrid position, Mondays remote and Tuesday–Friday in office

–When Hollywood Blvd. gallery reopens, possibility of one weekend day to replace one weekday

TO APPLY

Please send a cover letter and resume to: Sarah Russin, Executive Director to sarah@welcometolace.org

ABOUT LACE

LACE (Los Angeles Contemporary Exhibitions) is an equal opportunity employer. In its employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.

LACE is an internationally recognized contemporary arts space. Our mission is to provide opportunities for artists and curators working across diverse creative forms to interrogate the boundaries of culture and artistic practice



and expand interactions between art and audience. LACE strives to engage the public imagination through exhibitions, performances, screenings, dialogues and other public forums.

Located in the heart of Hollywood, LACE contributes to the activation of Los Angeles' urban landscape and champions art's ability to engage with the timely issues that shape local and global life. Since 1978, LACE has presented the work of thousands of artists through exhibitions, performances, screenings and public art works. Become part of LACE's illustrious history today, while ensuring its vibrant future.

For more information visit welcometolace.org.