



PRODUCTION AND OPERATIONS COORDINATOR

Position Open June 17, 2025

Applications accepted April 1–21, 2025

POSITION DESCRIPTION

LACE is seeking a Production and Operations Coordinator to join the small and dedicated LACE Team to coordinate the technical production of LACE programs, specifically exhibitions, screenings, and performances, as well as manage LACE's inventory and general operations. This position offers the opportunity to engage in LACE exhibitions and work closely with artists and curators, managing exhibition and performance installation and managing the day-to-day needs of the organization's general operations.

The Production and Operations Coordinator reports to the Deputy Director and works closely with the LACE team to project manage the technical components of all LACE programs. Their role is also responsible for serving as the lead for troubleshooting IT issues, office systems, and managing gallery equipment.

RESPONSIBILITIES INCLUDE

PRODUCTION

- Work closely with the Curator/Director of Programs to project manage all aspects of production of exhibitions and public programs in collaboration with curators, artists, and staff, including developing timelines, resource assessment, and hiring of any required contractors
- Hire, train, and manage preparator crew during exhibition installation
- Manage program budgets and coordinating payments
- Ensure artwork on the premises is handled and stored properly as well as packed properly for shipping
- Oversee all technical aspects of LACE programs including events and workshops

OPERATIONS

- Serve as main contact and trouble-shooter for computers, office systems, and gallery equipment
- Track and order office, janitorial, and gallery supplies
- Manage all LACE inventory including equipment, editions, and publications
- Manage equipment loans
- Manage LACE storage unit until return to new gallery
- Maintain and optimize workspace (office, packing, and storage areas)

ADMINISTRATIVE

- Hire, train, schedule, and manage apprentices
- Process payments and payment requests as related to facilities and production needs
- Other tasks as assigned

Required Qualifications

- Serious interest in visual arts and culture and knowledge of contemporary art
- Commitment to goals of a non-profit art environment
- Strong organizational and project management skills, attention to detail, and adaptability to changing needs and priorities
- Strong interpersonal skills and ability to work with diverse artists, audiences, and vendors
- Ability to collaborate in a team and supervise interns
- Experience with art installation, fabrication, and coordination



- Experience with A/V equipment
- Bachelor's degree in art, art history, or related field
- Ability to lift 20-30 lbs
- Class C driver's license and access to a car
- Bonus: Spanish fluency

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.