

# CITY OF LOS ANGELES

CALIFORNIA

**Seleta J. Reynolds**  
GENERAL MANAGER



**ERIC GARCETTI**  
MAYOR

## DEPARTMENT OF TRANSPORTATION

100 South Main Street, 10th Floor  
Los Angeles, California 90012  
(213) 972-8470  
FAX (213) 972-8410

### **PART-TIME EXEMPT EMPLOYMENT OPPORTUNITIES**

**JOB TITLE:** Project Assistant in Digital Media Production

**SALARY:** \$23.37 hourly

### **OVERVIEW**

The Los Angeles Department of Transportation (LADOT) is accepting applications to hire (1) As-Needed Project Assistant in their Communications Office.

LADOT has 2,000 employees, 42 business lines and touches every part of the city from safety, transportation, mobility options, livability equity, fostering innovation and beyond.

LADOT is looking for a versatile individual with experience in various multimedia platforms. The ideal candidate must demonstrate excellent storytelling and production skills working within a multiplatform environment.

The position is exempt from the civil service provisions of the City Charter and will serve at the will of management. Information regarding exempt employment can be found at [www.per.lacity.org/Exams/exempt\\_info.pdf](http://www.per.lacity.org/Exams/exempt_info.pdf).

### **MINIMUM REQUIREMENTS**

- 1) Experience in content optimization and managing brand consistency.
- 2) Experience in related fields such as communications, journalism, public relations, marketing, or urban planning.

### **FUNCTIONS**

- Produce LADOT videos that highlight LADOT brand and its Vision and Mission
- Create digital content
- Manage images for all social media channels (Youtube, Twitter, Facebook, Instagram) and assist with the distribution of video content across all social platforms
- Collaborate with colleagues to secure appropriate creative assets

- Other duties as assigned

## **DESIRED QUALIFICATIONS**

- 1) Experience with Microsoft Offices suite, including Word, Excel, and PowerPoint;
- 2) Strong creative writing skills and excellent oral communication skills.
- 3) Ability to work independently as well as in small groups.
- 4) Fluent in Adobe Creative Cloud (Photoshop, Indesign, Illustrator) and all Mac OS features
- 5) Able to commit at least 20 hours per week
- 6) Strong soft skills: fantastic work ethic, collaborative, innovative, and resourceful
- 7) Video production, photography, graphic design experience.

## **About LADOT's Communication Office:**

We are a multi-faceted team responsible for integrating communications, marketing, public relations, social media, and content creation. LADOT's Communication Office focuses on both traditional media (i.e. media advisories, press releases, press conferences) and non-traditional media (i.e. social media, digital marketing campaigns, development, etc). As a tight-knit team, our core value is to provide service to Los Angeles, and our main goal is to move Los Angeles forward through our efforts.

## **TO APPLY**

All interested candidates must submit a resume and City application, which can be downloaded at <http://per.lacity.org/application.pdf>. These documents must be scanned as a single .pdf and e-mailed to [dot\\_public\\_info@lacity.org](mailto:dot_public_info@lacity.org). The subject line should read: *LADOT– Digital Media Assistant*.

Applications will be thoroughly reviewed to determine a reasonable number of candidates with the applicable background and experience to interview. Only electronic submittals received during the filing period will be accepted.