



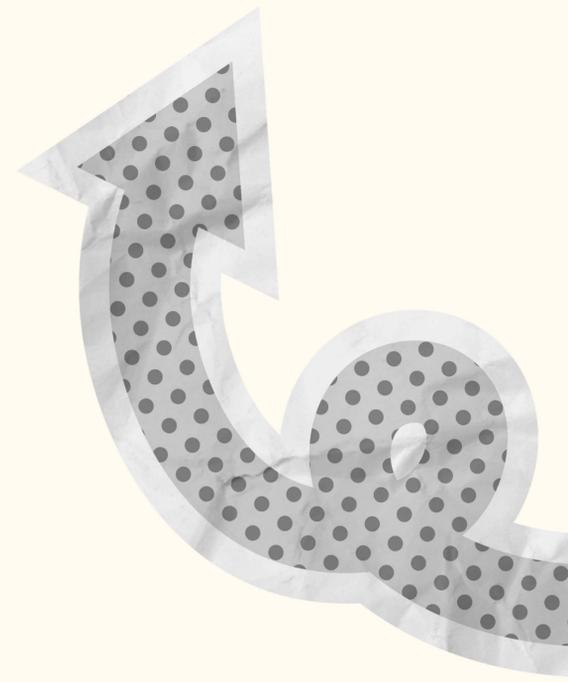
# CREATIVE JOBS COLLECTIVE EMPLOYER TOOLKIT



# TABLE OF CONTENTS

- ★ Introduction & Overview . . . . . 2
- ★ Employer Recommendations . . . . . 3
  - ★ W-2 Worker Recommendations. . . . . 4
    - ★ Recruitment . . . . . 4
    - ★ Hiring Practices . . . . . 6
    - ★ Wages, Payment Processes, Benefits & Resources . . . . . 7
    - ★ Workplace Culture, AI Guidelines . . . . . 8
  - ★ Freelance & Gig Worker Recommendations . . . . . 9
    - ★ Recruitment . . . . . 9
    - ★ Hiring Practices . . . . . 11
    - ★ Wages, Payment Processes, Benefits & Resources . . . . . 12
    - ★ Workplace Culture, AI Guidelines . . . . . 13
- ★ Endorsements & Job Commitments . . . . . 14
  - ★ Employer Partner Resources . . . . . 15
  - ★ Job Placements . . . . . 16

# INTRODUCTION & OVERVIEW



## Creative Jobs Collective

The [Creative Jobs Collective](#) (CJC) is a multi-year cross-sector and cross-discipline collective impact initiative aiming to build and maintain 10,000 creative jobs in LA County with a living wage for historically underrepresented communities by 2030.

### Creative Jobs Collective Goals

-  Establish a workforce that represents the broader LA County community, including workers from all socio-economic backgrounds
-  Establish a sector-wide median entry-level wage that is at or above the region's living wage as determined by the Massachusetts Institute of Technology's [living wage calculator](#)
-  Build 10,000 new creative sector job placements centering youth and adults from all socio-economic backgrounds and all parts of the LA County community



## CJC Employer Toolkit

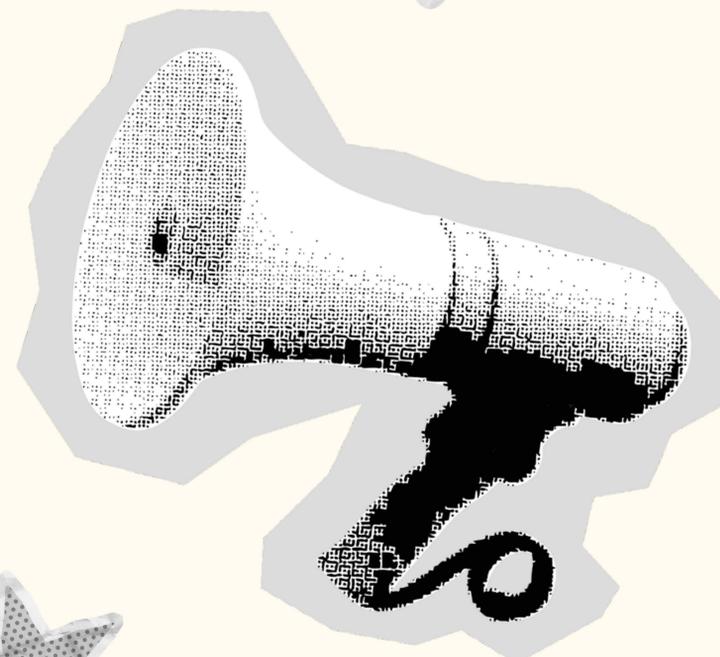
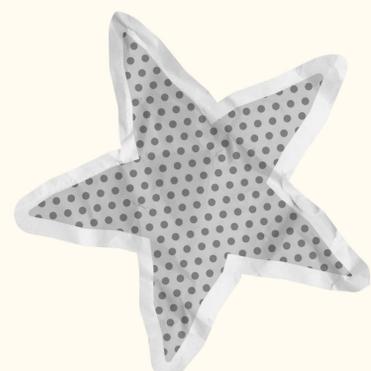
The Creative Jobs Collective Employer Toolkit is a guide for LA County creative sector employers. This toolkit sets measurable standards for employers, outlining sustainable and transparent living wage criteria, hiring practices, organizational practices, and more. The goal of the toolkit is to be an accessible resource to creative employers for how to provide and maintain stable and high-quality living wage jobs.



This toolkit will serve as a guideline for employers who join the Creative Jobs Collective by endorsing the initiative and committing to job placements that align with the toolkit guidelines and recommendations.

# EMPLOYER RECOMMENDATIONS

The CJC Employer Toolkit provides guidelines and recommendations to creative sector employers on best practices for job recruitment, hiring, wages, benefits, workplace culture and AI use. These recommendations are for all types of workers; full-time and part-time W2 workers, freelance workers, independent contractors and gig workers. These guidelines are informed by qualitative and quantitative research about the state of work in arts and culture in LA County and nationally.



# W-2 WORKER

# RECOMMENDATIONS

We have outlined specific recommendations for how to recruit, hire and work with W2 workers and provide W2 job opportunities.

- ! A W-2 employee is typically on an organization's payroll and hired for an indefinite amount of time to complete ongoing work. These workers are also eligible for legal protections and benefits such as overtime, health insurance and more.



## Recruitment

**1** Post transparent and reasonable salary ranges, wages and full benefits offered on all public job listings

**2** Deploy recruitment practices that intentionally reach and market job opportunities to all communities in LA County by posting on a broad range of job boards and partnering with CJC for targeted outreach

3

Post job opportunities to the [Arts for LA Job Board](#) and at least 1 additional community centered job board when applicable for each job opportunity.

**Suggestions below:**

- \* [LA 2050 Job Board](#)
- \* [Creative Coalition of Color Job Board](#)
- \* [Entertainment Equity Alliance Career Seekers Resource Page](#)
- \* Entertainment Industry Foundation [Careers Program Resources](#)

4

Attend at least **1 career fair** for each job opportunity.

**Suggestions below:**

- \* Annual EEA Career Expo (when available)
- \* LACCD schools Career Fairs
- \* California Volunteers Corps to Career Fair
- \* Other local community centered career development and hiring events and career fairs



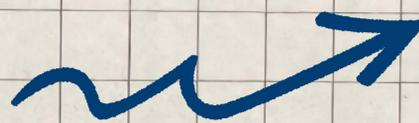
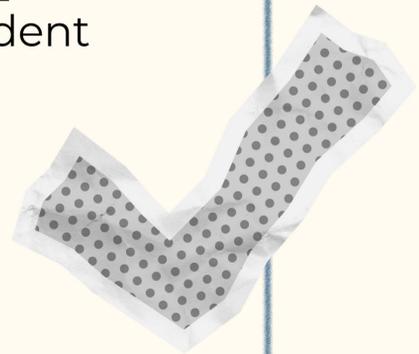
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**Utilize the following resources to reach a broad candidate base**

- ✍ Work with the Los Angeles Public Library and Los Angeles County Library to access participants in their career focused programs
- ✍ Access and engage with other informal and formal networking and community spaces, forums, social media communities on LinkedIn, Instagram, Facebook, and coalitions with support from the CJC and its partners
- ✍ Utilize the AFLA Cultural Asset Map to reach organizations and access resources

# Hiring Practices

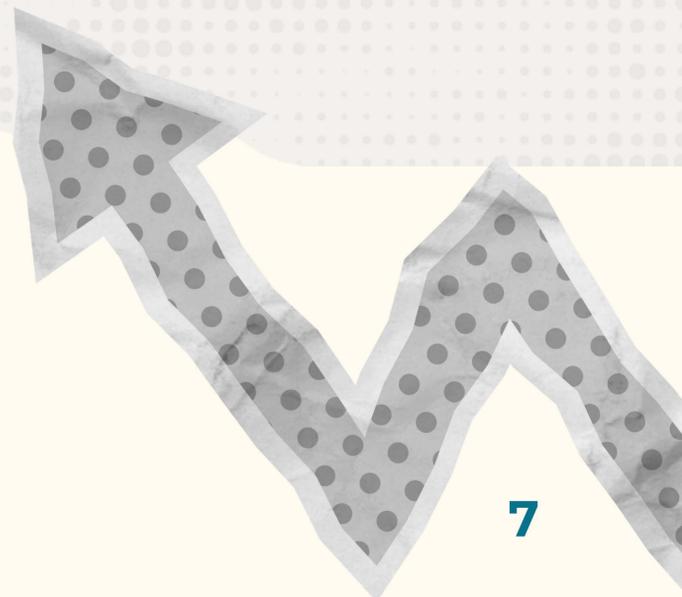
- ★ Develop a hiring process that embraces the LA County community and engage in practices free from prejudice and discrimination
- ★ Engage with job candidates regardless of socio-economic background, geography in LA County and education level
- ★ Follow the guidelines outlined in the ABC test and Borello test to ensure employees are properly categorized as either independent contractors or employees
- ★ Establish transparent and clear hiring practices that provide:
  - ✍ Clear and timely communication to candidates
  - ✍ Explanation of hiring process and timeline to active candidates and provide updates if timeline shifts
  - ✍ Do not request unpaid labor for job candidates. If a candidate is asked to create new work as an example of their skillset they must be provided compensation whether or not they are hired
  - ✍ Provide clear and timely rejection emails for candidates not selected





## Wages, Payment Processes, Benefits & Resources

- ★ Commit to providing a minimum living wage using the [MIT Living Wage Calculator](#) for LA County for all entry level full and part time positions:
  - 💰 As of February 2026, the living wage in LA County is **\$28.92/hour** (\$60,161 annual full-time salary)
- ★ Provide full-time employees with healthcare and retirement benefits, paid time off, overtime for hourly employees, maternity and paternity leave
- ★ Provide part-time W2 workers who are not eligible for benefits access to resources, education and information about benefits and support programs available
- ★ Provide transparent and accessible career growth opportunities to all W2 employees
- ★ Commit to timely, updated and transparent payment and payroll processes for all employees



## Workplace Culture

- ★ Use culturally responsive practices that make all employees feel safe and seen by using intentional language, preferred pronouns, accessibility and accommodations for individuals with mental and physical disabilities
- ★ Uphold a transparent leadership system and hierarchy clearly identifying who has decision-making power and leadership responsibilities
- ★ Develop transparent agreed upon internal communication systems and processes
- ★ Non-profit organizations to be transparent with all staff about organizational funding sources and allocations



## AI Guidelines

 Follow CJC recommended AI restrictions and guidelines for business operations and practices

 Make a commitment to not to use AI for creative work in line with SAG-AFTRA, the Animation Guild, the Creators Coalition on AI and other unions and coalitions.



### Creative work is defined as:

Writing

Voice overs

Animation

Logo design,  
branding, graphic  
design for special  
events & projects

Photography

Illustration

Video/Film

### Permitted uses of AI include:

Use of Canva for day to day  
and creative maintenance needs

Limited use of ChatGPT for brainstorming  
with limited written only outputs

# FREELANCE & GIG WORKER RECOMMENDATIONS



We have outlined specific recommendations for how to recruit, hire and work with 1099 workers and provide freelance job opportunities.



A 1099 worker is a freelancer, independent contractor or gig worker who runs their own operations and often has multiple customers or clients. They don't have access to employment-related legal protections or receive employment-related benefits.

## Recruitment

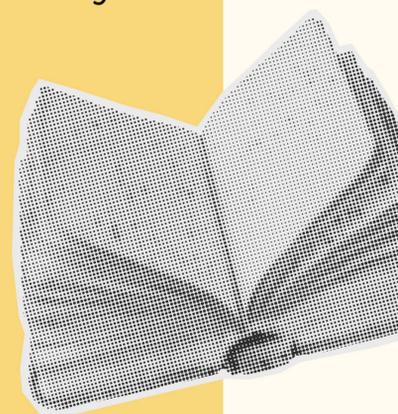
**1** Post fee ranges, stipend and payment expectations on all public listings, RFPs and project opportunities

**2** Deploy recruitment practices that intentionally reach and market job opportunities to all communities in LA County by posting on a broad range of job boards and partnering with CJC for targeted outreach

**3** Post job opportunities to the [Arts for LA Job Board](#) and at least 1 additional community centered job board when applicable for each job opportunity.

### Suggestions below:

- \* [Arts for LA Job Board](#)
- \* [LA 2050 Job Board](#)
- \* [Creative Coalition of Color Job Board](#)
- \* [Entertainment Equity Alliance Career Seekers Resource Page](#)
- \* [Entertainment Industry Foundation Careers Program Resources](#)





## Utilize the following resources to reach a broad candidate base



-  Work with the Los Angeles Public Library and Los Angeles County Library to access participants in their career focused programs
-  **Access and engage with other informal and formal networking and community spaces**, forums, social media communities on LinkedIn, Instagram, Facebook, and coalitions with support from the CJC and its partners
-  Utilize the **AFLA Cultural Asset Map** to reach organizations and access resources
-  Utilize LA City procurement lists for small businesses owned by individuals from **a broad range of all socio-economic backgrounds**
-  Utilize other lists and databases of small business owners and solo-entrepreneurs who are individuals from a broad range of all socio-economic backgrounds



# Hiring Practices

- ★ Develop a hiring process that embraces the LA County community and engage in practices free from prejudice and discrimination
- ★ Engage with job candidates regardless of socio-economic background, geography in LA County and education level
- ★ Follow the guidelines outlined in the ABC test and Borello test to ensure employees are properly categorized as either independent contractors or employees
- ★ Establish transparent and clear hiring practices that provide:

- ✍ Clear and timely communication to candidates
- ✍ Explanation of hiring process and timeline to active candidates and provide updates if timeline shifts
- ✍ Do not request unpaid labor for job candidates. If a candidate is asked to create new work as an example of their skillset they must be provided compensation whether or not they are hired
- ✍ Provide clear and timely rejection emails for candidates not selected



# Wages, Payment Processes, Benefits & Resources

★ Commit to providing the equivalent of a living wage using the [MIT Living Wage Calculator](#) for expected hours of work for freelance and gig workers or the market rate for their work, whichever is higher

★ Provide freelance and gig workers access to resources, education and information about benefits and support programs

★ Corporate and other for-profit companies to provide freelance and gig-workers in-kind access to resources and programs when appropriate such as:

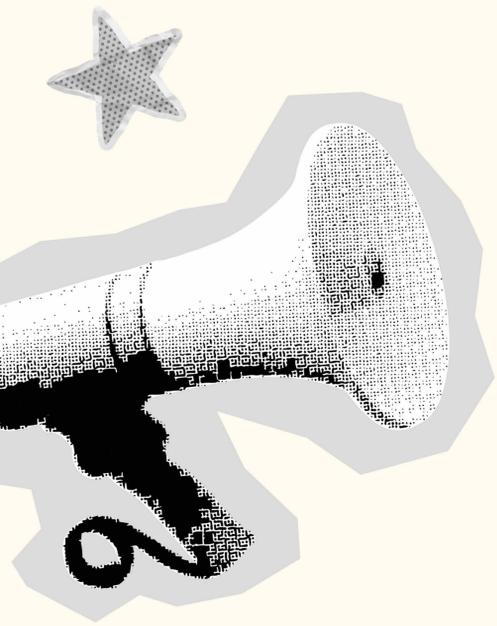
- ① Free or discounted work space/studio space/co-working space
- ① Free or discounted access to equipment and supplies
- ① Free or discounted access to training, workshops and networking events
- ① Free or discounted mentorship opportunities
- ① Access to wellness resources and programs like free meditation resources, exercise classes, gym membership discounts etc.
- ① Access to free therapy/counseling and other internal employee health benefits not connected to health insurance access

★ Provide transparent communication for project extensions, project end dates, and opportunities for future work

★ Commit to timely, updated and transparent payment processes and timelines for freelancers and gig workers with final payments no later than 2 weeks after completion of work

★ Commit to exploring updated payment technologies for freelance workers like Zelle, Venmo, Paypal or CashApp instead of paper checks, direct deposit and complicated vendor payment systems

★ Join CJC and Arts for LA in support for advocacy for policies that implement worker protections and benefits for freelance and gig workers



## Workplace Culture

- ★ Use culturally responsive practices that make all employees feel safe and seen by using intentional language, preferred pronouns, accessibility and accommodations for individuals with mental and physical disabilities
- ★ Uphold a transparent leadership system and hierarchy clearly identifying who has decision-making power and leadership responsibilities and who the freelancer's main point of contact is for their work
- ★ Develop transparent agreed upon communication systems and processes
- ★ Non-profit organizations to be transparent with all independent contractors about organizational funding sources



## AI Guidelines

-  Follow CJC recommended AI restrictions and guidelines for business operations and practices
-  Make a commitment to not to use AI for creative work in line with SAG-AFTRA, the Animation Guild, the Creators Coalition on AI and other unions and coalitions.

### Creative work is defined as:

Writing	Voice overs	Animation	Logo design, branding, graphic design for special events & projects
Photography	Illustration	Video/Film	

### Permitted uses of AI include:

Use of Canva for day to day and creative maintenance needs	Limited use of ChatGPT for brainstorming with limited written only outputs
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Will protect the intellectual property of freelancers' work and not feed any work produced by a freelancer into Large Language Models (LLM) or other generative AI systems like ChatGPT



# ENDORSEMENT & JOB COMMITMENTS

## CJC Employer Toolkit Uses & Endorsements

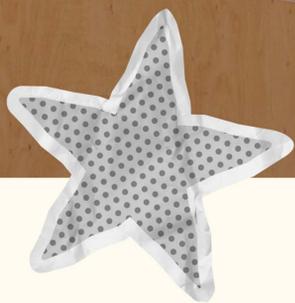
This toolkit is an open resource to all creative employers and we encourage all employers to use these guidelines to inform their organizational practices. When an employer is ready to join the Creative Jobs Collective and commit to the goals, values and guidelines outlined in the Creative Jobs Collective Employer Toolkit they can become an Employer Partner by endorsing the Creative Jobs Collective and making a commitment to CJC aligned job placements.



### What does a CJC endorsement mean and what does being an Employer Partner entail?

A CJC endorsement means that your company, non-profit or organization supports the goals and values of the Creative Jobs Collective and commits to adhering to a reasonable selection of guidelines outlined in the Employer Toolkit.

Once an employer endorses the toolkit, they become a CJC Employer Partner and join our collective as we strive for 10,000 living wage jobs in LA County by 2030. Employer partners also have access to benefits, resources and support from the CJC.





## In order to become an Employer Partner you must commit to:

- ✓ Adhere to a selection of non-negotiable toolkit guidelines as designated by the CJC
- ✓ At least 1 additional guideline per work area.  
Work areas are:

AI Guidelines

Recruitment

Hiring Practices

Workplace Culture

Wages, Payment Processes, Benefits & Resources

- ✓ Pledge to at least 1 qualifying job placement commitment that will be available within 2 years of signing
- ✓ Sign the CJC Endorsement Agreement to endorse the CJC and publicly support the CJC

## Employer Partner Resources

Employer partners will receive the following resources as part of the Creative Jobs Collective:



Be listed with their logo on the CJC page on the AFLA website, acknowledging their endorsement of CJC

Receive special recognition and priority placement on the AFLA Jobs Board

Receive open access to the CJC Strategist and CJC implementation partners and their networks and resources

Receive additional promotion and marketing on all AFLA social media platforms, newsletters and e-blasts

Be featured in press and marketing about the Creative Jobs Collective

CJC will connect employers to elected officials and legislative contacts by request and in close coordination and with AFLA's Policy & Advocacy team

## Job Placement Commitments

Employers who endorse the Creative Jobs Collective will:

- ★ Commit to at least 1 job placement within 2 years of signing that follows the guidelines in the CJC Employer Toolkit
- ★ Fill out the CJC Job Tracker Form with their active job, freelance and gig opportunities and/or their future job commitments. The job tracker form will include questions to ensure the job placements adhere to the agreed upon selection of CJC guidelines
- ★ Whenever an employer partner has a new applicable active job they will submit this job to the CJC job tracker
- ★ Commit to 1 freelance or gig job opportunity with a custom package of in-kind resources, support, and benefits for freelance workers etc.

## Active Job Placements

 Employer partners with active current job opportunities and/or freelance and gig opportunities will be added to the **AFLA job board** and labeled as **CJC endorsed** jobs and **given a priority listing**.

 When applicable and possible, employers will fill out the Resource Commitment form to commit to providing resources and benefit commitments that they are able to provide to freelance and gig workers. These resources will be posted in the CJC website page on the AFLA website.



## Future Job Placement Commitments



- ★ Employer partners who commit to future job placements will provide a timeline for when those jobs will be available and active within 2 years of signing
- ★ Employers will provide insight into their freelance and gig worker needs for temporary projects, events and programs within the next calendar year



# ENDORSE THE CREATIVE JOBS COLLECTIVE

Ready to endorse Arts for LA's Creative Jobs Collective and become an employer partner? As a CJC employer partner you commit to the standards and guidelines outlined in this Employer Toolkit and join the movement of creative sector employers who are working together to build a more sustainable and vibrant future for LA County's Creative Workers.

To join the Creative Jobs Collective and learn more email Joanna Reynolds, [\*\*jreynolds@artsforla.org\*\*](mailto:jreynolds@artsforla.org)

