

BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.
Facilities Staff
Position Description

Summary

The Baltimore Office of Promotion & The Arts (BOPA) is seeking additional part-time Facilities Staff. The Facilities Staff position is a part-time position reporting to the Shift Supervisor and Director of Facility Operations. The primary responsibility of the position is to ensure the daily operations of The Cloisters, Top of the World Observation Level, School 33, and Bromo Seltzer Arts Tower as managed by the Baltimore Office of Promotion & the Arts.

Primary Responsibilities:

- Familiarize yourself with the property and history of The Cloisters, Top of the World Observation Level, School 33, and Bromo Seltzer Arts Tower (hereon stated as facility)
- Perform opening and/or closing functions of the scheduled facility
- Inspect the facility to ensure all operations are in order
- Interact with visitors and provide orientation to the facility and Baltimore (as applicable)
- Ensure, to the best of your ability, that all guests have a favorable experience
- Ensure all exhibits and brochures/displays are orderly and appropriately stocked
- Perform all cash register and credit card functions
- Maintain proper cash handling procedures as outlined by BOPA
- Assist with set-up and/or breakdown for Special Events
- Maintain cleanliness of the facility during Special Events
- Occasional light cleaning and property maintenance (as needed)
- Participate in staff support during BOPA events and festivals
- Perform other duties as assigned

Minimum Qualifications:

- HS Diploma or greater
- Professionalism, friendliness and trustworthiness a must; be a true team player
- Excellent interpersonal and communications skills
- Demonstrate a proficiency in working with the public
- Prior customer service and excitement for the BOPA facilities is a plus

Compensation:

- Hourly rate commensurate with experience
- Parking or Monthly Transit Pass provided

Application Process:

Submit cover letter and resume (with your name and job title in subject line) as one pdf document to: humanresources@promotionandarts.org. No Phone Calls Accepted.

The Baltimore Office of Promotion & the Arts, Inc. is an Equal Opportunity Employer. We strive to mirror the rich diversity of Baltimore City in our staffing and programming while emphasizing cultural equity. Cultural equity embodies the values, policies, and practices that ensure that all people-including but not limited to those who have been historically underrepresented based on race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status, geography, citizenship status, or religion-are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.