The mission of the Baltimore Office of Promotion & The Arts (BOPA) is to make Baltimore a more vibrant and creative city by producing high quality special events, festivals and arts programming that stimulate communities economically, artistically and culturally. BOPA’s commitment is to address the needs of the arts community through arts and cultural activities, advocacy and support for Baltimore City. BOPA develops and administers funds, grant programs and community workshops.

Position Summary
The Public Art Programs Specialist is a full-time regular, exempt position reporting to the Director of the Arts Council. The position is a member of the Public Art Program team, responsible for coordinating public art projects in the City of Baltimore.

Responsibilities
- Work with city agencies, the Public Art Commission (PAC), public art staff, artists, architects and others to coordinate the design, production and installation of public art projects throughout the city to ensure that the city’s public art is of the highest quality.
  - Record and distribute PAC meeting minutes
  - Serve as liaison between BOPA, the PAC, city agencies, public art staff, artists, architects and others working on percent-for-art projects
- Manage conservation and maintenance of city public art as assigned
- Work with Arts Council Director to develop an annual strategic work plan that outlines the goals and priorities for the Public Art Program within BOPA and the Arts Council
- Coordinate all aspects of the commissioning of public artworks (including several begun in earlier fiscal years and currently underway) to assure the interests of BOPA are represented
- Coordinate artist selection processes, including facilitating the interaction between the artist and the client agency, project design team (architect, landscape architect, etc.) and the community
- Coordinate all aspects of Art@Work, an arts-based workforce development program for teens.
- Perform various functions as assigned to support other events and projects produced by BOPA

Minimum Qualifications
The ideal candidate is a dynamic, people-oriented individual with outstanding organizational skills and experience coordinating public art projects. Additional required skills:
- Bachelor’s degree in an arts discipline
- 2-5 years of professional experience in the arts
- Project management experience
- Experience with public art projects
- Excellent writing and speaking skills
- Demonstrated problem solving abilities
- Ability to establish priorities and work effectively with various constituencies
- Familiarity with local artists and arts organizations
- Proficiency in Microsoft computer programs (Access, Excel, PowerPoint, Word)

Compensation
- Salary commensurate with experience
- BOPA offers a robust benefits package including paid time off, medical, vision, dental, life, 403b with employer match, and monthly transportation subsidy or parking

**Application Process**
Please submit a 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.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*