The mission of the Baltimore Office of Promotion & The Arts (BOPA) is to address the needs of the arts community through arts and cultural activities, advocacy and support; create pride by promoting Baltimore to Baltimorians; and, to use the arts and events marketing tools to promote Baltimore’s assets locally, regionally and nationally. BOPA produces festivals, special events, and promotions in Baltimore City and develops and administers funds, grant programs and community workshops. In addition, BOPA manages several historic attractions and sites in the Baltimore area. Facilities include School 33 Art Center, The Cloisters, the Bromo Seltzer Arts Tower and the Top of the World Observation Level in the World Trade Center.

Position Summary
The Exhibitions Manager for the Baltimore Office of Promotion & The Arts is a temporary part-time, non-exempt position, reporting to the Director of the Arts Council. Primarily based at School 33 Art Center in South Baltimore, the Exhibitions Manager is organizing the exhibitions at BOPA managed facilities, and coordinating the School 33 Studio Artist program. Additionally, in collaboration with Arts Council staff, this person will also assist with Arts Council events, programs, social media activity and website maintenance.

Responsibilities
Exhibition Management
Manage the exhibition programs at BOPA managed facilities, including School 33, the Bromo Arts Tower and Top of the World:

- Issue calls for entry to artists and curators using the website, art blogs and publications
- Solicit guest curators and exhibiting artists to produce quality exhibitions at BOPA’s exhibition spaces, including School 33, the Bromo Arts Tower and Top of the World
- Produce gallery shows and receptions and their related administrative duties
- Work with guest curators to develop exhibition concepts
- Develop postcard, wall text, & brochure copy and deliver to art department in a timely fashion
- Maintain condition of gallery walls and other usable space at School 33
- Assist guest artists and curators with hanging shows
- Arrange receptions at School 33
- Arrange for the delivery and return of artwork used in exhibitions
- Manage the School 33 Art Center studio artist program: coordinate a semi-annual exhibition that focuses on the progress of the artists with studios at School 33
- Develop exhibition related public programs, in collaboration with the Arts Council staff, to support the mission of S33 and BOPA
- Coordinates and facilitates the content of exhibitions related programming events such as workshops, gallery talks, panel discussions, and artist presentations
- Preparing monthly e-blasts with direction from the Communications Department and maintaining the School 33 mailing list.
- Assists in the collection artist information and assembling exhibition catalogs and pricelists for exhibitions
- Other duties as assigned
Minimum Qualifications
- BA or 5-7 years of equivalent arts programming or curatorial experience
- Experience working with a local arts community
- Strong organizational skills
- Excellent oral and written communications skills
- Ability to manage deadlines and work within established budgets
- Computer literate including Microsoft Office Suite and Adobe Photoshop applications.
- Proficiency in PC and Mac applications a plus

Compensation and Schedule
- Hourly rate commensurate with experience
- The Exhibitions Manager will be expected to work approximately 15-20 hours per week, with a flexible schedule Thursday through Saturday
- This part-time temporary position is expected to last for 12 months
- Due to the part-time temporary nature of this position, this position is not eligible for BOPA’s benefits package

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.