

## BALTIMORE OFFICE OF PROMOTION & THE ARTS

### Food Vendor Production Coordinator

#### Position Description

The mission of Baltimore Office for Promotion & 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 Baltimoreans; and, to use the arts and events as marketing tools to promote Baltimore's assets locally, regionally, and nationally. BOPA produces festivals, special events, and promotions for 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 including School 33 Art Center, The Cloisters, the Bromo Seltzer Arts Tower, and the Top of the World Observation Level in the World Trade Center.

The Baltimore Office of Promotion & The Arts (BOPA), producer of **Artscape**, is seeking two (2) enthusiastic and hardworking Production Coordinators to help behind the scenes before and/or during this event held September 22-24, 2023.

#### **Job Description:**

This job entails conducting all the job duties that our event production team would normally perform before, during and after a large event. The following is a partial list of the job duties that may be required:

- Hang and place signage during festival set up
- Mark festival site
- Maintain a neat and inviting site
- Place tables, chairs, plants, and décor
- Deliver ice, food, and beverages, etc. to the backstage areas, Guest Services, satellite information booths and Volunteer Headquarters
- Organize the event storage spaces
- Assist with vendor load in and breakdown
- Open and close tents and staging at the beginning and end of each day
- Assist with any special vendor needs Alert the BOPA staff to any problems before, during and after Artscape
- Run general errands
- Communicate with and answering questions from BOPA staff, Zone Managers, other Production Coordinators, Production Assistants, festival exhibitors and other participants, volunteers, and festival goers.
- Organize and maintain supplies
- Any other duties deemed necessary by Festival Management

#### **Food Vendor Production Coordinator schedule:**

Work hours are approximate and subject to change at the discretion of Festival Management.

- Thursday, September 21 from 11am to 7pm or clear
- Friday, September 22 from 9am to 10pm or clear
- Saturday, September 23, from 10am to 10pm or clear
- Sunday, September 24, from 10am to 10pm or clear

**Minimum Qualifications:**

- Be over the age of eighteen with a valid driver's license
- Event management experience highly preferred; Artscape experience is ideal
- Excellent communication and organizational skills
- Experience with and sense of positive customer service
- Experience with and ability to collaborate and work in a team environment
- Excellent skills in task management and prioritization
- Ability to follow directions, work independently and take initiative
- Skilled in problem identification and resolution
- Able to lift and carry approximately fifty (50) pounds
- Endurance for long hours in an active, stressful production setting with the ability to work outdoors in possibly extreme heat or in wet weather
- Able to responsibly drive a cargo golf cart on the festival grounds for deliveries
- Be high energy!
- Must work all scheduled shifts throughout the Artscape festival

**Compensation:**

- \$25 per hour as an independent contractor
- Lunch, dinner, a festival T-shirt, and free parking are provided on Friday, Saturday, and Sunday

**Application Process:**

- To apply for this position, interested individuals must email a cover letter, referencing the title of this position, and your résumé to BOPA via email to [jjohnson@PromotionAndArts.org](mailto:jjohnson@PromotionAndArts.org).
- **The deadline to apply is July 14th, 2023, by 5:00pm.** Please remember we will contact only candidates we feel may be a good fit for interviews, as we will fill positions immediately.
- No phone calls, please.

*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.*