

BALTIMORE OFFICE OF PROMOTION & THE ARTS

Headquarters 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 one (1) enthusiastic and hardworking Production Coordinator to assist with the headquarters operations from Thursday, September 21 through Sunday, September 24, 2023. The Artscape Headquarters Production Assistant will report to the Artscape Logistics and Programming Team.

Job Description:

The Headquarters Production Coordinator will assist in all aspects of headquarters operations. The following is a partial list of the job duties that may be required:

- Act as the liaison between BOPA staff, city employees, police
- Assist with opening and closing Headquarters each day
- Maintain a clean and organized operation
- Manage an organized breakdown on Sunday night
- Report concerns, issues, and other feedback to BOPA staff
- Troubleshoot aesthetic and logistical issues (examples: tables and chairs, supplies of food and beverages, recycling, and trash)
- Communicate with and answer questions from BOPA staff and city employees
- Any other duties deemed necessary by Festival Management

Headquarters Production Coordinator schedule:

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

- Thursday, September 21 from 12pm to 4pm or clear
- Friday, September 22 from 3pm to 10pm or clear
- Saturday, September 23 from 9am to 10pm or clear
- Sunday, September 24 from 10pm 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.
- **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.