

BALTIMORE OFFICE OF PROMOTION & THE ARTS

Production Coordinator – General

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) is seeking several enthusiastic and hardworking Production Coordinators to help behind the scenes before and/or during Artscape, a festival being held September 22-24, 2023. Production Coordinators can expect to support in different front-facing and behind-the-scenes areas of Artscape alongside diverse groups of staff and Volunteer teams. Please note that all Production Coordinator opportunities listed require various levels of skill, commitment, flexibility, and are subject to availability. Festival Production Coordinators will report directly to the Festival Programming and Logistics Team and will be responsible for duties in one of the three (3) focus areas listed below.

Production Coordinator Areas of Focus:

- Outdoor/Indoor Performance
- Hospitality
- Communications

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 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

- High energy
- Must work all scheduled shifts throughout the Artscape festival

Compensation:

- \$25 per hour
- 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.