

## BALTIMORE OFFICE OF PROMOTION & THE ARTS

### Zone 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 three (3) Zone Production Coordinators to assist with event management from Thursday, September 21st through Sunday, September 24th, 2023. Each Zone Production Coordinator is assigned to primarily cover one of three geographic zones that comprise the festival grounds.

#### **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:

- Act as the liaison between festival exhibitors, program areas and BOPA staff in one of three zones
- Deliver equipment as needed (tables and chairs)
- Ensure vehicles leave the site by 10am each morning and don't return to the site until festival goers have cleared the area each night
- Assist with opening and closing tent walls each day
- Manage an organized breakdown on Sunday night
- Report concerns, issues and other feedback to the Artscape Programming and Logistics Team
- Check in with exhibitors regularly
- Stock, organize and maintain zone storage area located at the Information/Zone Headquarters Tent
- Stock all venues and static exhibits with festival brochures
- Troubleshoot aesthetic and logistical issues (examples: tent walls, electricity, tables and chairs, supplies of food and beverages, recycling and trash)
- Sign out, operate and return one cargo golf cart each day of the festival
- Communicate with and answer questions from BOPA staff, festival exhibitors and other participants, volunteers, and festival goers
- Work with Information Assistants, Production Assistants, Venue Coordinators and Volunteers within your zone

- Any other duties deemed necessary by BOPA Senior Management Team.

### **Zone Production Coordinator schedule**

- Thursday, Sept 21, from 11am to 6pm or clear
- Friday, Sept 22, from 11am to 10pm or clear
- Saturday, Sept 23, from 10am to 10pm or clear
- Sunday, Sept 24, from 10am to 12am 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.*