

BALTIMORE OFFICE OF PROMOTION & THE ARTS

Artists' Market 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 Artists' Market Production Coordinators to assist with event management from Wednesday, September 20th through Sunday, September 24, 2023

Job Description:

This job entails conducting all the job duties for event production before, during, and after a large-scale multi-day event. The Artists' Market at Artscape includes both Artists, and Arts/Cultural Organization Exhibitors, hoping to connect with festival goers throughout the weekend. The Artists' Market Production Coordinator helps these exhibitors establish their outdoor 'shop' presence on the main festival footprint. Typically, the entire market includes 100-130, 10x10 exhibitor tent spaces. The following is a partial list of the job duties that may be required:

- The PC will help make sure the site is ready to receive exhibitors (are all the right tents in the right place, etc.),
- Orient exhibitors to the festival site upon arrival and distribute festival information and credentials.
- Help address any issues the exhibitor may have with equipment being used, safety concerns, etc., with the support of festival staff. At the conclusion of the festival assist exhibitors with any issues that occur during breakdown.

Artists' Market Production Coordinator schedule:

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

- Wednesday, September 20th (9:00am - 5:00pm)
- Thursday, September 21st (9:00am - 5:00pm)
- Friday, September 22nd (6:00am - 11:00pm)
- Saturday September 23rd (9:00am - 11:00pm)
- Sunday September 24th (10:00am - 9:00pm)

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.