

---

## **Request for Applications: ART@WORK Site Manager**

**Applications Open: Monday, April 1, 2024**

**Applications Close: Friday, April 19, 2024**

**Contract Work Period: Tuesday, June 25, 2024 through Friday, August 9, 2024**

Jubilee Arts and Baltimore Office of Promotion & the Arts (BOPA) are presenting the Art@Work for summer 2024! **The organizations are seeking to hire a seasonal Site Manager for Art@Work.**

### **About the Host Organizations:**

Jubilee Arts ([www.arts.jubileeartsbaltimore.org/](http://www.arts.jubileeartsbaltimore.org/)) is a community program providing arts classes to the residents of the Sandtown-Winchester, Upton, and surrounding neighborhoods in Baltimore, Maryland. Jubilee Arts offers programming in dance, visual arts, entrepreneurship, and ceramics in partnership with the Maryland Institute College of Art, area artists and dancers.

BOPA ([www.promotionandarts.org](http://www.promotionandarts.org)) is a nonprofit/quasi-city agency, designated as the arts council for Baltimore City. BOPA addresses the needs of the arts community through arts and cultural activities, advocacy, and support. BOPA produces festivals, special events, and promotions for Baltimore City and develops and administers funds, grant programs and community workshops.

### **About Art@Work:**

Art@Work is a six-week mural artist apprenticeship program, operating under the YouthWorks umbrella; YouthWorks is the Baltimore City mayor's office premiere workforce development program to create a meaningful paid employment opportunity that enhances youth job skills. The goal of Art @ Work is to introduce youth to career opportunities in the arts, offer gainful employment in a positive learning environment and to provide youth with the tools to express themselves through the arts, all while beautifying their community.

Art@Work's 10 students and 6 staff will paint a mural in the Sandtown-Winchester community. Art@Work offers a combination of classroom instruction, outdoor mural painting, and community canvassing. The Site Manager will play an integral role in managing access to the classroom facilities, art supplies, and attendance of students and staff.

The site manager will report to the Program Manager, and work alongside a Lead Teaching Artist, Assistant Teaching Artist, and 2 Bloomberg Arts Interns.

**Address of the classroom work site:** 1300 N Fulton Avenue, Baltimore, MD 21217

**Address of the mural work site:** 1320 N Monroe Street, Baltimore, MD 21217

---

**Compensation:**

- **Total compensation is \$6,000** paid as a 1099 contractor and distributed in bi-weekly installments.
- Employees must submit a bi-weekly invoice to Twi McCallum, the Program Manager. Payments are rendered via direct deposit. The bi-weekly payment schedule is as follows:
  - Friday, July 11
  - Friday, July 25
  - Friday, August 8
  - Friday, August 22
- Total program work hours will not exceed 200 hours, including pre-program orientation and end-of-program wrapup. Please refer to the illustrative *Tentative Art@Work Site Manager Calendar* attachment.

**Required Availability:**

- **Art@Work runs Monday, July 8 through Friday, August 9.** The program operates Mondays through Fridays.
  - The Site Manager **MUST** be present at the site each morning at 7:30am to unlock the building. The workday is 7:30am-3:00pm, including a 1-hour lunch break.
- Orientation and Site Preparation:
  - Wednesday, June 26 and Thursday, June 27 from 9am-2pm. These dates/times are subject to change.
- Background Check:
  - In-person background check and fingerprinting is required and will be paid for by BOPA, tentatively scheduled for Thursday, June 20, 2024 at a to-be-determined time. The background check location is CJIS, 6776 Reisterstown Rd, Baltimore, MD 21215, USA.
- Additional community events, YouthWorks events, and field trips to be scheduled and outlined below in the *Prospective Weekly Program Objectives* section, and subject to change.

**Prospective Daily Program Schedule:**

7:30am Site Manager arrives to unlock the building; food meal service deliveries  
8:00am: Staff meeting, youth arrival (optional breakfast for youth)  
8:30am: All staff meeting with youth apprentices  
9:00am: Dismiss teams to conduct community engagement, work mural site  
12:00pm: Return to facility (1300 Fulton Ave for lunch)  
1:00pm: Professional Development Workshops  
2:00pm: All youth dismissed, staff clean-up  
2:30pm: Artist Staff dismissed  
3:00pm Site Manager dismissed upon approval of Program Manager

---

**Prospective Weekly Program Objectives:**

Week 1 - Monday, June 24 through Friday, June 28

- Staff Training, Site Prep, & Load-in
  - Tuesday, June 25 and Wednesday, June 26 from 9:00am – 2:00pm
- Parent Night on Friday
  - Thursday, June 27 from 6:00pm – 8:00pm (preparation from 4pm-6pm, subject to change)

Monday, July 1 through Friday, July 5

Off/no programming

Week 2: Monday, July 8 through Friday, July 12

*Curriculum Focus: Community Engagement*

Youth Worker orientation: the youth will be participating in training activities to take place in the classrooms and cafeteria. To get a sense of what the community wants to see reflected in their new murals, each team spends a full week canvassing to neighborhood residents, business owners, community leaders, and young people. These street interviews serve as a source of inspiration for the content of their designs.

Week 3: Monday, July 15 through Friday, July 19

*Curriculum Focus: Design Development*

Apprentices will learn art design techniques and participate in exercises to develop their art making skills. During this phase, the team will translate content collected from the community into art design concepts.

Week 4: Monday, July 22 through Friday, July 26

*Curriculum Focus: Presentations*

Teams are tasked with developing professional PowerPoint presentations to show community stakeholders their process, concepts, and proposed designs. Following their presentations, teams open the floor for questions and feedback on their designs.

- Community Design Presentation
  - Thursday, July 25 from 6:00pm – 8:00pm (tentative date)

This is an opportunity for community residents, stakeholders to meet the youth and view the proposed mural designs. Each team presents their murals to the community for feedback before murals are executed. We plan for 150 people to attend.

Weeks 5 & 6: Monday, July 29 through Friday, August 9

*Curriculum Focus: Mural Art Installation & Closing*

After the team conducts community engagement, design development and a community presentation for feedback, the artist apprentices finalize the design for installation. The final art design is painted by the apprentices, working alongside professional artists to create their murals. Paintbrushes, tarps, and tiles became

---

tools for transforming barren walls into beacons of hope and pride. The team will present the completed mural to the community (mural tour).

- Closing Activity (Prep and Activation)
  - Friday, August 9 from 1:00pm – 7:00pm

**Job responsibilities include, but are not limited to:**

*Manage day-to-day site operations and responsibility for the physical spaces*

- Open and close the site venue with keys.
- Ensure safe and timely access to project sites and workshop space.
- Ensure proper preparation and breakdown of the Art @ Work program including site and classroom setup, artist orientations, youth orientations, parent orientations, inventory, storage, and final reports.
- Secure, coordinate and follow up with vendors, facilities, BOPA staff, to ensure logistical needs are met for mural design presentations, field trips, and community celebrations.
- Travel for store runs to pick up supplies as needed. BOPA will provide a budget for gas/mileage reimbursement for designated store runs, and/or reimbursement for Uber rides.
- Basic cleanliness and organization of the facility, including sweeping and setting up tables/chairs in the classroom, and keeping records of building maintenance to be reported to the building owners.

*Project coordination & community engagement*

- Coordinate meal distribution provided by Baltimore City Summer Food Service Program.
- In collaboration with the Program Manager, conduct community stakeholder, parent, youth, and property owner outreach including written correspondence, phone calls, canvassing, public presentations, and project promotion.
- Assist the Program Manager with collecting timesheets and data reports for YouthWorks as needed.
- Act as point-of-contact for the Lead Teaching Artist and Assistant Teaching Artist in place of the Program Manager when necessary.

*Youth development & supervision*

- Ensure youth are reporting to and from project sites in a timely and professional manner.
- Chaperone and supervise youth field trips and artist talks.
- Monitor youth safety especially when outdoors at the mural site.

**Minimum Candidate Qualifications:**

- There is no minimum years of experience we are requesting, instead, we are seeking applicants who can successfully demonstrate their skills, formal or informal education, personal artistry, and administrative experience in the application and interview process.
- A bright, early morning riser! Attendance at the site at 7:30am sharp is imperative.
- Responsible; able to keep track of keys, documents, and supplies.

- 
- Experience working in arts education, a formal classroom setting, managing students, and/or assisting educators.
  - Ability to pass a background check, since this role requires working with minors.

**Nice-to-Have Qualifications:**

- A practicing artist of any discipline, with some curiosity in visual arts and public art.
- Experience with YouthWorks, either as a former employee or as an administrator.
- Access to a personal laptop or tablet to bring to work daily.
- Ability to travel occasionally; such as access to a personal vehicle with a valid Driver's License, or mobile access to Uber. Up to 10% expected travel throughout the summer for store runs and other tasks.
- Certification in CPR and/or First Aid.

**To Apply:**

Email application materials to: Twi McCallum, [tmccallum@promotionandarts.org](mailto:tmccallum@promotionandarts.org).

A completed application must include:

- Resume including contact information for at least 2 professional references.
- Short cover letter.
- Optional: Up to 3 links/attachments to your artistic work samples or administrative portfolio; examples include but are not limited to: music samples, painting samples, and/or documentation you created for a previous program you managed.

The prospective hiring timeline is as follows:

- Applications Open: Monday, April 1, 2024
- Applications Close: Friday, April 19, 2024
- Interviews: Monday, April 22 through Wednesday, May 1, 2024
- Candidate Selection Notification: Monday, May 6, 2024

Please inform Twi McCallum if you may need any accommodation for the application, interview, or performing the basic functions of the job. For your reference, Understood.org provides an in-depth list of examples of common workplace accommodations:

<https://www.understood.org/en/articles/reasonable-workplace-accommodation-examples>

# Tentative Art@Work Site Manager Schedule

**JUNE**  
**2024**

MON	TUE	WED	THU	FRI	SAT	SUN
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
<b>Week 1: Prep &amp; Load-In (14 hours)</b>	<b>A@W Orientation &amp; Prep 9am-2pm</b>	<b>A@W Orientation &amp; Prep 9am-2pm</b>	<b>A@W Parent Night PREP 4pm-6pm EVENT 6pm-8pm</b>			
			<b>A@W Background Check TBD</b>			



# Tentative Art@Work Site Manager Schedule

**JULY**  
**2024**

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
<b>CLOSED/NO A@W PROGRAMMING</b>						
7 Week 2: Community Engagement (32.5 hours) (minus lunch)	8 A@W 7:30am-3pm	9 A@W 7:30am-3pm	10 A@W 7:30am-3pm	11 A@W 7:30am-3pm	12 A@W 7:30am-3pm	13
14 Week 3: Design Development (32.5 hours) (minus lunch)	15 A@W 7:30am-3pm	16 A@W 7:30am-3pm	17 A@W 7:30am-3pm	18 A@W 7:30am-3pm	19 A@W 7:30am-3pm	20
21 Week 4: Presentations (32.5 hours) (minus lunch)	22 A@W 7:30am-3pm	23 A@W 7:30am-3pm	24 A@W 7:30am-3pm	25 A@W 7:30am-3pm Community Design Presentation 6pm-8pm	26 A@W 7:30am-3pm	27
28 Week 5: Mural Installation (32.5 hours) (minus lunch)	29 A@W 7:30am-3pm	30 A@W 7:30am-3pm	31 A@W 7:30am-3pm	1	2	3

# Tentative Art@Work Site Manager Schedule

**AUGUST**  
**2024**

SUN	MON	TUE	WED	THU	FRI	SAT
28 Week 5 cont'd: Mural Installation	29	30	31	1 A@W 7:30am-3pm	2 A@W 7:30am-3pm	3
4 Week 6 cont'd: Mural Installation (32.5 hours) (minus lunch)	5 A@W 7:30am-3pm	6 A@W 7:30am-3pm	7 A@W 7:30am-3pm	8 A@W 7:30am-3pm	9 A@W 7:30am-3pm End Celebration 5pm-7pm	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31