

BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.

Film Office Logistics Coordinator Job Description

The mission of the Baltimore Office of Promotion & the 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 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. Facilities include School 33 Art Center, The Cloisters, the Bromo Seltzer Arts Tower, and the Top of the World Observation Level in the World Trade Center.

Position Description

The Baltimore Film Office Logistics Coordinator is a regular full-time exempt position. The Logistics Coordinator reports to the Director of the Baltimore Film Office and assists efforts to promote Baltimore as a premiere location for film production by providing outstanding logistical coordination and support.

Essential Duties and Responsibilities:

Promote Baltimore as a Filming Location:

- Assist and participate in advance scouting and pre-production activities that market Baltimore as a location for filming.
- Assist with the ReelScout library, update with new material as needed.
- Serve as a representative of Baltimore Film Office, BOPA and Baltimore City to visiting production companies on scouts, in meetings and on set.

Facilitate Permits and Activities:

- Review and facilitate assigned permit applications.
- Follow up with production and location managers as needed.

Provides Logistical and Liaison Support:

- Assist in providing logistical support and liaison needs for scouting, pre-production and on location production related to film activities.
- Be familiar with communities and monitor where filming occurs to anticipate and resolve potential issues.
- Review letters of notification and monitor distribution process.
- Assist with answering questions, provide solutions for issues and concerns from residents caused by film activity in their areas.

- Attend production meetings with Police, Fire, DOT and other City Agencies.

Administrative:

- Assist with maintaining case files and records for productions and other Film Office projects.
- Assist with recording annual economic impact data.
- Collect and deliver permit payment from production companies to appropriate city agencies.
- Collect and record submissions to annual Screenwriting Competition and other administrative duties related to the Screenwriting Competition to include the winner announcement and panel discussion.
- Assist with other community outreach activities.
- Assist Director as needed.

Qualifications:

- Three-Five years' work experience in the film production industry, preferably as a location manager or production coordinator.
- Experienced in Microsoft Office Products.
- Must be highly organized yet flexible for last minute changes in each project.
- Ability to be on-call for important, timely or urgent matters as needed.
- Excellent written and verbal communication skills.
- Ability to be discrete and maintain confidential information.

Compensation & Benefits:

- Salary starts at \$62,000.00.
- Benefits include Medical, Dental, Vision, LTD, STD, Life and AD&D
- 403B Retirement Plan with employer match
- Paid Holidays
- Paid Sick and Vacation accrual
- Parking or Monthly Transit Pass (subject to availability)

Application Process:

Email cover letter and resume (with applicant's name and the job title in subject line) as one pdf document to: jjohnson@promotionandarts.org. 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.