

Baltimore Office of Promotion & The Arts
Cultural Affairs - Project Coordinator
Position Description

The Cultural Affairs - Project Coordinator with the Baltimore Office of Promotion & The Arts is a part time seasonal non-exempt position, reporting to the Assistant Director of Cultural Affairs. The candidate's primary responsibility is to work directly with community residents and stakeholders to develop and implement a comprehensive plan for arts & culture programming in the South Baltimore Gateway area, encompassing the neighborhoods of Cherry Hill, Westport, Federal Hill, Locust Point, Pigtown, Lakeland, Mount Winans, Barre Circle, Otterbein, Ridgely's Delight, Riverside, Sharp-Leadenhall, and Saint Paul.

The [South Baltimore Gateway Master Plan](#) was adopted by the Baltimore City Planning Commission on October 29, 2015. Goal VIII of the plan (page 121), Quality of Life, is to "Support recreational and cultural initiatives that improve the lives of residents, workers and visitors. The SBG Area has a wide range of accessible recreational, art, historical and cultural programs that build a sense of community pride and cohesion. As in other parts of the City, equitable access to these programs, and the ability to create new cultural programming responsive to the needs and desires of the residents is key to a strong quality of life.

Responsibilities

- Identify and promote networking amongst the existing cultural institutions, and community organized arts and cultural programming in the area
- Disseminate information about available grants and other funding opportunities and assist local constituents in developing strong proposals for these opportunities,
- Act as project manager for special initiatives in the South Baltimore area such as placemaking efforts, outdoor sculpture exhibitions, or collaborative exhibits with local institutions.
- Identify new goals, objectives and partnerships
- Conduct a comprehensive assessment of existing arts and culture assets and stakeholders within the SBG Area including institutions, individual artists, arts organizations, historic and culturally significant sites, venues, special events, community organizations, and public art.
- Develop a network / workgroup comprised of existing cultural institutions, museums, historical sites, and community organizations interested in holding cultural programs in the area.
- Hold quarterly meetings to coordinate efforts and update groups on upcoming opportunities.
- Engage residents and stakeholder network in a needs assessment and make recommendations for ways the arts council can both support existing efforts and fill need gaps within the SBG Area.
- Develop and implement a strategic plan for arts & culture initiatives in the SBG Area, including but not limited to: temporary public art initiatives, arts education and interpretive programming, special events, community arts grants, public art maintenance and repairs
- Create an arts and cultural programming calendar for the area.
- Document and map the existing public art, murals and historic sites in the area.
- Manage arts & culture projects outlined and approved with the strategic plan, including but not limited to: conducting artist calls, generating budgets, timelines, and processing payments.
- Attend Local Development Council and community meetings within the SBG Area as needed to report on project progress.

Qualifications

The ideal candidate is a dynamic, people-oriented individual with outstanding organizational skills and experience coordinating community art projects. Additional required skills:

- Bachelor's degree in an arts discipline
- 3 years professional experience in the arts.
- Ability to establish priorities and work effectively with various constituencies
- Project management experience
- Experience with community art projects
- Excellent writing and speaking skills
- Demonstrated problem solving abilities
- Familiarity with local artists and arts organizations
- Proficiency in Microsoft computer programs (Access, Excel, PowerPoint, Word)

Duration & Hours

Approximately 10-15 hours per week for a one year period (Date TBD) with potential for extension

Compensation

\$20/hr. Not eligible for benefits

Application Process

Send cover letter and resume by March 16, 2017 to: humanresources@promotionandarts.org. **“Please place your name and job title in subject line”** No phone calls accepted.

The Baltimore Office of Promotion & The Arts is an Equal Opportunity Employer. Our mission is to mirror the rich diversity of the citizens of Baltimore that we serve. This means that we at BOPA exhibit the policies and practices of Diversity; that all people are accepted regardless of race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status and more. We strive to create a work environment that provides all our employees equal access to information, development, and opportunity.