

BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.
Director of Cultural Affairs
Position Description

The Director of Cultural Affairs for the Baltimore Office of Promotion & The Arts (BOPA) is a full-time, exempt position, reporting to the Chief Operating Officer. This position is responsible for meeting the organization's mission to make Baltimore a more vibrant and creative city by developing, implementing, and directing cultural arts initiatives. BOPA is the city's designated arts council charged with engaging city residents and arts organizations by providing public programs, funding opportunities, and professional support.

Responsibilities

- Develop and administer strategic initiatives to enhance and support arts institutions, organizations, programs and individual artists throughout the city of Baltimore.
- Provide guidance and information on financial, legislative, political and creative issues affecting the arts in the City at the local, state, regional, national and international level so that artist and arts organization have a strong channel of communication.
- Oversee special cultural projects and activities including, but not limited to, arts education programs such as Bright Starts, Artist in Residence and the Baltimore Mural program creating innovative and engaging opportunities for the public to participate in the arts.
- Direct the activities of the 1% for Public Art program by administering the staff and resources to support an effective and engaged Public Art Commission and public art program. Direct and implement the annual Free Fall Baltimore program, including, but not limited to, generating the call for proposals, distributing grants, updating the website, and collecting final reports.
- Oversee the annual Janet & Walter Sondheim Prize and related exhibitions to provide local/regional visual artists with opportunities to exhibit their work to the public.
- Implement and manage grants and contractual agreements with non-profit and community organizations and individual artists to provide arts programs in the community.
- Work closely with the Development Department to identify grant opportunities for re-granting as well as grants for programs produced by the cultural affairs department.
- Provide overall direction for the cultural affairs marketing initiatives including website, social media, blog, and traditional promotions to create an exciting and broad communication mechanism for the arts.
- Initiate and produce annual Mayor's Cultural Town Meeting creating a public forum for the arts community.
- Provide technical assistance in all areas of arts administration and programming.
- Serve as a liaison with other cities, municipalities, and organizations interested in local cultural activities. As needed, serve as an ex officio on non-profit and government boards and advisory committees to ensure strong communication and council to the arts community. Plan, market and oversee special cultural art events and promotions.

- Manage Cultural Affairs department and staff ensuring a collegial and productive work environment.
- Oversee the program and administration of the School 33 Art Center including, but not limited to exhibitions, artist studio rental and mentor program, art classes, fundraisers, special events, and requisite staff.
- Develop, implement and monitor all program budgets for Cultural Affairs to ensure adequate funding and resources.
- Oversee and implement the artistic components of the annual Artscape festival including, but not limited to, visual arts and performing arts, creating an entertaining and exciting experience for the 350,000+ attendees to the event.
- Provide arts administration and programming assistance to artists and art organizations through workshops, grants, fundraising, etc.
- Increase awareness of public art by encouraging and promoting new construction, city-sponsored capital improvement projects, and redevelopment.
- Represent the office at local and state-wide meetings and national conventions and conferences.

Other Duties as Assigned

- Participates in all staff support during BOPA events and festivals;
- Displays leadership within BOPA and to external partners
- Completes other projects as assigned.

Minimum Qualifications

- Undergraduate degree required; MFA or similar advanced degree highly preferred
- 5 or more years of experience in non-profit fundraising
- Ability to think strategically with strong organizational skills
- Excellent oral and written communications skills
- Ability to attract and lead a diverse staff and constituencies

Compensation

- Salary commensurate with experience
- BOPA offers a robust benefits package including medical, vision, dental, life, 403B retirement plan with employer match, vacation, sick leave, and transportation subsidy
- Intrinsic benefits include a front row seat to the visual and performing arts throughout Baltimore City and the region

Application Process

Submit cover letter and resume (with your name and job title in subject line) as one pdf document by to: humanresources@promotionandarts.org. No Phone Calls Accepted

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.