

BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.
Festival Programming Coordinator
Position Description

The Festival Programming Coordinator is a full-time, regular, non-exempt position, reporting to BOPA's Festivals Director. The position's primary responsibility is to coordinate exciting, diverse, creative, and quality programming for BOPA's signature festivals. This position coordinates the planning and programming for Light City, Artscape, and the Baltimore Book Festival events within specific considerations such as budget, timeline, environment and artistic excellence. Responsibilities include but are not limited to:

Applicable to all Festivals

- Responsible for curating and coordinating exceptional performing arts and program content for Light City, Artscape and the Baltimore Book Festival. Expected to provide regional and national content and still celebrate Baltimore based artists. Create an open and transparent application process for the festivals' performing arts programs, and manage the process from start to finish to include; calls for entry, artists' notifications, budgeting, booking, contract negotiation/finalization, and payment.
- Invite performing artists to present at the festivals; have an outreach plan and host information sessions to encourage local, regional and national participation.
- Other duties as assigned!

Light City

- Responsible for coordinating a full schedule of strolling, illuminated performances, Mini Light City and special events/content elements as needed.

Artscape

- Responsible for booking multiple performing arts venues (indoor/outdoor stages featuring dance, opera, theater, fashion, music and more) and special events/content elements as needed such as the Sondheim Artscape Prize Awards Ceremony and the Artscape VIP party.
- Artscape content should be comparable with the world's best art festivals.

Baltimore Book Festival

- Responsible for literary content that complements the author appearances/stages, including coordinating an interactive children's area, Storybook Parade, costumed characters, etc. and special events/content elements as needed.
- Also responsible for coordinating sponsor cultivation/VIP events throughout the year that support fundraising campaigns for BOPA.

Qualifications

The ideal candidate is a strong, effective negotiator who has 3-5 years of experience working in the arts on large-scale special events. Time management and organizational skills are important, along with excellent oral and written communication, professionalism, creativity, and a strong commitment to quality, customer service and the mission of BOPA. Candidates should thrive in a fast-paced environment, and must have a mastery of Microsoft Office, especially Excel and Power Point. Candidate must be able to work events/festivals that are held during evenings and weekends with advance notice.

Compensation

Salary commensurate with experience. Comprehensive benefits package that includes medical, dental, vision, 403B Retirement plan with employer match, free parking (subject to availability), or monthly transit pass and more.

Application process

Email cover letter with salary requirements and resume in one .pdf no later than July 11, 2018 to khornig@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 under represented 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.