

BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.
Light City 2018 - Project Coordinators

Position Description

The Baltimore Office of Promotion & The Arts seeks Project Coordinators for Light City; these are part-time, temporary nonexempt employees who report to BOPA's Festivals Director. Each Project Coordinator will be assigned approximately (5) visual arts installations, serving as BOPA's direct liaison to the artist/s producing the work throughout the entire process. The Project Coordinator ensures that each conceptual proposal is successfully realized, to-scale, on-time and under budget; fully accessible; and compliant with all permits, construction, engineering standards and the festival's core values (innovation, collaboration, sustainability, audience engagement and transformation). Approximately 25 installations are located along the BGE Light Art Walk at the Inner Harbor. There are also installations in 14 Baltimore communities through BOPA's Neighborhood Lights program.

Light City 2018 Project Coordinators Responsibilities

- Provide detailed tracking information for each art installation assigned to them, and regularly report-out to the Festivals Director and other BOPA team members on both achievements and challenges.
- For each of their projects, the Coordinator will manage budget/contract negotiations, execution and payments.
- studio visits; publicity materials including biographies, narratives and story ideas; technical specifications and cut sheets;
- Procure supplies and materials
- Responsible for site specific needs such as coordinating logistics, working with neighbors, partner businesses and cultural institutions.
- In addition to the planning period, the Coordinator will also be responsible for each of their projects during set-up, breakdown and the festival's entire run of show.

Minimum Qualifications

- Experience producing public art and/or large-scale arts initiatives.
- Time management and organizational/project management skills are important.
- Enjoy working collaboratively.
- Enjoy working in a fast-paced team environment.
- Ability to do assigned work independently.
- Report to BOPA's office for meetings and touch bases as required.

Compensation and Schedule

- The Project Coordinators will be paid \$20 per hour.
- Working approximately 8-10 hours per week in October, November and December.
- Additional hours will be accrued in January, February, March and April (approximately 10-15 hours each week to include a mandatory weekly team meeting).
- Project Coordinators must be able to commit to working on their projects during the window of festival set-up and breakdown, as well as working every evening of the Light City festival (Neighborhood Lights, April 6-9; Light City festival at the Inner Harbor, April 14-21).

Application Process

Submit cover letter and resume (with your name and job title in subject line) as one pdf document by September 13, 2017 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.