

BALTIMORE OFFICE OF PROMOTION & THE ARTS
Arts Education Specialist
Position Description

The mission of 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.

Summary

The Arts Education Specialist is a full-time regular, non-exempt position reporting to the Director of the Arts Council. The position is a member of the Arts Council department, responsible for developing and implementing the BOPA arts education programs. **This position is dependent upon grant funds. The position will be available in July of 2021.**

Primary Responsibilities:

- Assist in coordinating and developing all arts education programs assigned by the Director of the Arts Council including grant opportunities and professional developments.
- Manage the Bright StARTs Workshops program by engaging, training, and evaluating instructors, purchasing materials for classes, working with community organizations to develop sites, visiting potential sites in preparation for classes, organizing student exhibitions, keeping accurate records and preparing required reporting documents
- Supervise the Youth Arts Council, which consists of 4 – 6 creative young adults (16 – 18 years of age) who meet regularly to develop and implement educational programs and experiences that are relevant to an urban youth audience
- Coordinate the Scholastic Art and Writing Awards adjudication efforts and regional awards ceremony
- Promote the Scholastic Art and Writing Awards to students, educators, and arts organizations throughout Baltimore City and surrounding counties
- Conduct in-school presentations and workshops to encourage students to submit to the Scholastic Writing
- Host "Q and A" sessions for students and parents about the Awards'
- Represent BOPA at arts education meetings, workshops, or conferences, and travel to meet and coordinate arts education programs with other community individuals/organizations
- Perform various functions as assigned by the Director of the Arts Council

Qualifications

- Bachelors required, Masters preferred
- Must have direct experience with K-12 teaching environment, teaching or administrative responsibilities
- 2-5 years of experience in non-profit arts or similar organization
- Excellent writing skills
- Experience with in-school and after-school programs and working with children

- Ability to coordinate project with multiple parts, partners and processes
- Ability to create educational final reports/outcomes
- Proficient in MS Word, knowledge of Excel, Access, Outlook and PowerPoint a plus

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