



Public Engagement Coordinator – Full Time Education Division

OVERVIEW

The BMA is seeking a dynamic and innovative Public Engagement Coordinator to work with the BMA's branch location, the BMA Lexington Market (LM). This full-time position reports to the Manager of Public Engagement in the Education Division.

The Public Engagement Coordinator will be the liaison between the BMA, the BMA LM and the multiple publics we serve. This position facilitates and supports engagement efforts developed with the Manager of Public Engagement, through the programmatic structure of the BMA LM with our visitors, community partners, organizations, and institutions. The engagements will be developed with the Branch Manager, yet the position will be encouraged to bring their unique perspectives and relationships to the work as we create a platform for creative discourse at Lexington Market.

RESPONSIBILITIES

Responsibilities include but are not limited to:

- Staffing the BMA LM and facilitating the initiatives of the branch
- Creating a place of radical hospitality, a space for artmaking, public programming such as artist talks, workshops, screenings and more, and a BCPS visitation program.
- Maintaining daily BMA LM attendance records, photographing events, maintaining supply inventory, and leading art making activities,
- Assisting the Branch Manager in program planning and production, submitting supply, payment, design requests to needed internal parties.

The BMA LM strives to create a space that is rooted in radical hospitality, ensuring all know it is open to everyone, and often the Public Engagement Coordinator needs to be able to successfully navigate nuanced and sensitive conversations, connecting with people while creating a safe and open space for anyone who wishes to participate.

The position schedule is Tuesday through Saturday. The incumbent will be at BMA LM location for three days a week and at the BMA's offices on the other two days, with the possibility of remote work to be determined. The position will need the ability to lift moderately heavy objects during programming needs at the BMA LM.

QUALIFICATIONS

- 1-3 years of experience administering and implementing public and community programs for a range of audiences
- High degree of digital organization. Microsoft suite, Airtable, Adobe suite preferred.
- Comfort instructing and demonstrating art making in a wide range of mediums
- Comfort in leading and facilitating public facing programs, from conception to implementation, with internal and external partners
- Effective communication skills with internal and external partners
- BA/BFA in visual art, art history, art education, community arts or a related field or professional experience equivalent

- High degree of emotional intelligence, ability to seamlessly connect with individuals from all walks of life
- Demonstrated ability and willingness to collaborate with a wide range of stakeholders
- Demonstrated creative problem-solving skills
- Proven track record of big picture thinking, the ability to connect the dots between everyday residents, creatives, and institutions
- Ability to quickly adapt and evolve with the needs of participants/ communities
- Collective player, operate with the understanding that anyone and everyone is a teacher and a learner, and has the ability to lead their community.

BENEFITS

The BMA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

SALARY – \$43,350

APPLY

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

Please send cover letter, CV/resume, and via email to HR@artbma.org with **“Public Engagement Coordinator” Last Name and First Name** in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.