The Baltimore Museum of Art (BMA) is grateful to have been awarded a planning grant from The Andrew W. Mellon Foundation in support of a collaborative, community-based planning and stakeholder engagement with the intent of developing a radical new museum model. Throughout the planning period, BMA staff will collaborate with artists, community stakeholders, and representatives from grassroots non-profits, local universities, city agencies, and peer institutions to collectively rethink how a museum functions and engages its local publics, with the goal of revolutionizing the very concept of the museum from the ground up. The project will culminate in a multi-day public convening held in Baltimore in the early spring of 2022.

Questioning the traditional priorities held by collecting institutions the world over, the project will work to create a wide-open creative incubator that is reflective of and responsive to residents across the City of Baltimore. The Mellon Initiative Project Manager will act as the key person responsible for organizing this project and all aspects of community outreach.

This 16-month, temporary position reports to the Chief Education Officer.

RESPONSIBILITIES

- Act as the point person for planning period phase of this project including deep engagement with individual and organizational partners.
- Lead the scheduling process for all internal and external meetings and larger convenings and the development and implementation of multiple timelines for this project.
- Work closely with the internal planning group to develop content and form for various meetings both internal and external.
- Oversee scheduling for working groups including managing the project’s calendar and timeline, project files and other resources.
- Manage the planning process for convening, including procurement and contracting, timeline development, budget management, and day-of logistics.
- Collaborate with both internal and external stakeholders in building community relationships and in identifying local resources.

DESIRED QUALIFICATIONS:

- While not required, priority will be given to Baltimore City residents and candidates with a deep connection to, and knowledge of, the city and surrounding area.
- Bachelor’s degree or equivalent professional experience.
- Demonstrated experience facilitating group meetings, workshops, or trainings.
- Demonstrated experience in community leadership and management, or quick-learning capacity.
- Community organizing, cultural work and community-focused experience.
- Demonstrated effective written and oral communication skills, including public speaking and group facilitation or quick-learning capacity.
• Have capacity to self-evaluate, seek solutions with supervisor/team members, and complete task in a timely manner.
• Be proactively communicative and organized.
• At least two years project coordination experience with increasing levels of responsibility.
• Experience in large-scale event planning is welcome but not required.

**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 temporary, 16-month, exempt position we offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

**APPLY**
Please send a cover letter with salary requirements and resume to HR@artbma.org with “Mellon Initiative Project Manager” your first and last name in the subject line.

Incomplete application materials will not be considered.

No phone calls please.

**COVID-19 Considerations**
We have adjusted to a virtual work environment until gathering restrictions are lifted. A computer and the necessary peripherals will be provided to the candidate hired for this position. Please note that internet access is the responsibility of the candidate.