

## **Artistic Assistant to the Director at the Baltimore School for the Arts**

### **The Search:**

The Baltimore School for the Arts (BSA) seeks an exceptional Artistic Assistant to support the Executive Director/Principal of the school.

The successful applicant will serve as the first and primary contact point to the Director of the school, coordinating appointments and meetings with many constituencies including students, faculty, board members, foundation staff, administrators from Baltimore City, alumni and frequent visitors of all kinds. The individual will need to become familiar with the unique operations of the school and its supporting foundation.

The role of Artistic Assistant requires the ability to effectively manage a large amount of information that interacts in complex ways. Managing this workflow within established deadlines and coordinating with other staff is integral to this position. Duties also include managing verbal and written correspondence.

The ability to professionally and effectively interact with an extremely broad range of partners, students, families and guests is necessary.

Dependent on qualifications, this position may also include **arts management** responsibilities. Many of BSA's performance projects cross disciplinary lines (e.g. combining dance & theatre). The successful applicant may have the responsibility of coordinating production of interdisciplinary projects by serving as liaison between the specific arts areas. Knowledge of and experience with artistic production processes is an advantage.

### **Minimum Qualifications:**

- Bachelor's degree preferred
- A minimum of 5 to 7 years of experience in educational or non profit sector
- Demonstrate exceptional organizational skills
- Fluent in basic office software within the Google Suite
- Dedicated to completing projects and meeting deadlines
- Experience in working with people from diverse, racial, ethnic, and socioeconomic backgrounds.
- Strong writing skills as well as excellent verbal communication skills.

**Principal Constituencies:**

Students, Families of Students, BSA Staff, BSA Board of Trustees, BCPSS management personnel, Artistic Institutional Partners, General Public.

**Job Type:** The Artistic Assistant will become a Full Time employee of the Baltimore School for the Arts Foundation.

**Benefits:**

- Health Insurance
- Generous Vacation Package

**To Apply:**

Submit a cover letter and resume including references to Chief Advancement Officer, Brigid Zuknick, [bzuknick@bsfa.org](mailto:bzuknick@bsfa.org).