



Charles C. Baum Film and Visual Storytelling Department

Program Manager (Part-Time)

Location: Baltimore School for the Arts

Hours: 25 hours per week, August to June (36 weeks)

Rate: \$28/hour

Start Date: August 2025

Position Summary

The Charles C. Baum Film and Visual Storytelling Department is looking for a highly organized and detail-oriented **Program Manager** to assist with the day-to-day operations of our dynamic film program. Reporting to the Department Chair and Assistant Chair, the Program Manager will help coordinate film faculty, events, communications, and production logistics throughout the school year. The Program Manager should be familiar with the film industry and possess an eye for detail, excellent communication skills, and strong organizational abilities. Working knowledge of G Suite, spreadsheets (excel and Google), and Adobe Creative Cloud (Photoshop, Premiere Pro) is required.

Responsibilities include among others:

- Parents & students communication
- Faculty communication
- Data input and calendar management
- Organizing and managing auditions, midyear reviews, juries, and screenings
- Coordinating craft services for productions, auditions, juries, and events

Requirements & skills:

- Excellent organizational and time management skills
- Clear and professional communication skills, both written and verbal
- Ability to work independently and collaboratively
- Proficiency in G Suite, Spreadsheets, Adobe Photoshop, Premiere, and InDesign
- Familiarity with film production and/or educational environments preferred

Interested applicants should send a resume to the attention of the film department chair, Beatriz Bufrahi at bbufrahi@bsfa.org.

The Baltimore School for the Arts actively strives to be a diverse and inclusive community in its educational, admission, and employment practices. We do not discriminate on the basis of race, color, national or ethnic origin, age, religion, sexual orientation, gender identity and/or expression, disability, or any other characteristic. We seek candidates who demonstrate sensitivity, knowledge, and understanding of the diverse backgrounds of community members; have an ability to work flexibly, independently, and collaboratively in a fast-paced environment with individuals from a diverse set of backgrounds; and have a capacity to serve as a model of openness, generosity, and acceptance.