



Auditorium Production Coordinator

Finance and Administration

Baltimore Museum of Art

The Baltimore Museum of Art (BMA) seeks an experienced production coordinator/AV technician to manage audio/visual components in the museum's 366-seat auditorium. This full-time, exempt position reports to the Director of Events in the Finance and Administration division.

RESPONSIBILITIES

Responsibilities include but are not limited to:

- Ensures smooth operation of AV components for all BMA programming and event rentals in the Auditorium.
- Conducts research on, and make recommendations for, AV products and oversees ongoing maintenance of Auditorium equipment.
- Creates and maintains full inventory of Auditorium equipment and updated technical specifications packet.
- Acts as lead technician for all Auditorium events, working the majority of events and scheduling additional support, as needed.
- Responsible for training and scheduling of contract technical support, documenting all training and operating procedures.
- In collaboration with the Director of Events, manages budget for Auditorium maintenance and contracted/supplemental/temporary technicians.
- Works with internal and external Auditorium clients to ensure audio visual needs are met in a timely, safe and professional manner and secures all additional equipment for events, as needed.
- Serves as backup for internal AV equipment and setup requests.

QUALIFICATIONS

- Bachelor's Degree, preferably in an art/theater related field or professional experience equivalent
- Minimum of 3 year's technical experience with theatrical equipment including but not limited to lighting board, sound board, and video cameras
- Minimum of 3 year's hands-on experience working with a wide variety of events including but not limited to film screenings, musical concerts, performance art, conferences, etc.
- Strong interpersonal and communication (both written and oral) skills
- Experience working in a team-oriented, collaborative environment
- Must be able to work a flexible schedule, including nights and weekends and to be on-call for various events
- Ability to lift/transport heavy to moderately heavy objects

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, 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 **“Auditorium Production Coordinator” your first and last name** in the subject line.

Incomplete application materials will not be considered.

Position will be posted until filled.

No phone calls please.