



The Baltimore Architecture Foundation (BAF) is seeking an Event Planner for its **2023 Doors Open Baltimore** event.

Doors Open Baltimore is the citywide festival of architecture and neighborhoods. This free event will welcome the public to explore Baltimore's architecture from the past and present. Participating sites "open their doors" to the public for the weekend and free guided tours and special events are held at select sites.

The event planner manages outreach with participating sites and tour guides, coordinates event logistics, and works closely with Baltimore Architecture Foundation staff and the volunteer Doors Open Baltimore committee to ensure the objectives and deadlines are met.

BAF will host the 10th Doors Open Baltimore on October 7-8, 10am - 4pm (time subject to change). The event will include approximately 60 participating sites and 12 guided tours. Partner organizations include museums, art studios, theaters, churches, social clubs, historic sites, and more.

To learn more about Doors Open Baltimore visit: <http://www.doorsopenbaltimore.org/>

Terms

The Event Planner is an independent contractor with the Baltimore Architecture Foundation. The Event Planner will consult with BAF staff overseeing the event and will coordinate activities with the Doors Open Baltimore planning committee. The position will require attending monthly planning meetings, weekly meetings with BAF staff, and meetings with participating sites across the city as required. The event planner is also required to be available during the Doors Open Baltimore weekend on October 7-8 and the kick-off lecture the week of the event.

The position will begin in early spring of 2023 and carry through to the event on October 7-8. After the event, the event planner will attend the November 8 event debrief meeting and participate in providing feedback about the program.

Scope of Work

The Event Planner will be responsible for:

- Managing outreach with participating sites, including coordination of all site agreements and event information. Communicating and coordinating with participating sites leading up to the event date, including expectations and assisting with questions and concerns.
- Securing special tours and events, and communicating with special event contacts (tours, workshops, family activities, etc). This includes assisting with the kick-off lecture, the volunteer happy hour and fundraiser activities.
- Identifying and communicating with community partners to include strategic partners, community associations and allied cultural organizations, institutions and neighborhood associations.
- Coordinating event logistics and managing the Doors Open Baltimore workplan
- Attending planning meetings on the 2nd Tuesday of each month at 5:30 pm
- Updating and populating the Doors Open Baltimore WordPress website and communicating with the graphic design team.
- Responding to attendee questions through the Doors Open Baltimore Gmail account.
- Managing 2023 Doors Open Baltimore files on Google Drive.

Compensation

The Baltimore Architecture Foundation is offering a stipend of \$12,000.

About the Baltimore Architecture Foundation

The Baltimore Architecture Foundation (BAF) celebrates design and the built environment. Launched in 1987, BAF encourages people to explore Baltimore architecture: to be mindful of the area's history, and recognize Baltimore's architectural heritage, and appreciate its design innovations. Through its tours, lectures, educational programs for adults and kids, exhibitions, research, and publications, the BAF demonstrates how ideas are manifested in the built environment and urban design of the city.

This position requires applicants to have reliable transportation; and requires applicants to be able to sit-stand-walk for long periods of time, move heavy objects (up to 50lbs), and personal use of a computer.

<http://baltimorearchitecture.org/>

Interested applicants are encouraged to submit a cover letter and resume to Lauren B. Hill, lhill@aiabalt.com, BAF Executive Director.