



**Project Manager**  
***9-month contract position (Sep-Jun)***

**Visit Baltimore is seeking a contractual Project Manager to support internal planning and administration for a large scale, annual basketball tournament.**

**About Us:** As Baltimore's official destination marketing organization, our mission is to promote, sell and encourage visitation to drive economic impact for the city and its residents.

We craft and communicate the Baltimore narrative, advance the tourism and hospitality industry and support community.

**Mission:** Visit Baltimore generates economic benefits for Baltimore City through the attraction of convention, group, and leisure visitors, and works to provide a positive experience for all guests.

**Values:** Our day-to-day behaviors are the foundation of our workplace culture. Because of this, all our actions must come from a place of respect for ourselves, our colleagues, our customers, our community, and our stakeholders. Grounded in a foundation of respect, we embrace the following values as the principal pillars of our culture:

- Practice Mindfulness
- Empower Collaboration
- Exemplify Adaptability
- Celebrate Diversity

**Summary:**

We are seeking a contractual project management position for a large scale, annual basketball tournament and other Baltimore events. Projects will span several areas of focus including operations, marketing, and event planning. Position will require strong skills and experience managing a variety of projects from start to finish, meeting deadlines and the ability to collaborate across multiple departments and organizations.

A highlight of working on the tournament is being a key part of a large-scale event that is important not only to the Baltimore community but also the athletes and fans who



travel here to be part of the fun! You will gain firsthand experience in the tourism and events industry and see its positive impact on our city.

**Essential Duties:**

- Assist with creating agendas for meetings.
- Attend all planning committee meetings, track attendance, record, and share meeting notes. Triage action items identified in meetings to determine what should be handled by Visit Baltimore and what should be handled by external partners.
- Kick-off and manage Visit Baltimore related action items with support from appropriate Visit Baltimore team members.
- Assist Sr. Project Manager with managing the project management tool assuring that projects are on track or adjusting the timeline to ensure completion of task.
- Create organized and professional reports and status updates on a regular basis.
- Establish relationships with vendors and venues and assist with planning event details and logistics.
- Assist local promoters with the event permit process.
- Track and follow up on open invoice payments due to event venues, event talent and vendors.
- Coordinate with partners that are chairing Local Organizing Committee sub-committees to get meeting dates and send to Visit Baltimore team to attend when schedules permit.
- Attend Baltimore City agency meetings, record and share action item notes with the City coordinator.
- Manage internal process for distribution of Visit Baltimore allocated game tickets.
- Ensure materials (uniforms, flyers, etc.) are provided to partners and stakeholders.
- Ensure the offsite office is organized and has supplies needed for staff to use while in Baltimore.

**Qualifications:**

- 2+ years of experience using Microsoft Office, specifically Excel and PowerPoint
- Strong oral and written communication skills
- Organized, detail and process oriented with ability to self-manage and follow up on multiple projects in a timely manner
- Ability to communicate and work effectively with Visit Baltimore employees and external partners



- A positive attitude, dependability and professionalism is a must
- Knowledge of Baltimore and the hospitality and tourism industry a plus