Job Description

Department/School: Office of the Arts
Official Job Title: Director, Council for the Arts
Job Code: HR-PE071
Position Title: Director, Council for the Arts
Payroll Category: Administrative Staff
Normal Work Week: 40 hours
Supervision Received: Leila Kinney, Executive Director of Arts Initiatives, Office of the Provost
Supervision Exercised: Periodic supervision of co-workers during CAMIT events, interns

Expectations for all employees:
As a member of the MIT community, supports MIT’s Non-Discrimination Policy and respectfully interacts with others in the community. Represents MIT with professionalism, ethics, integrity, and mutual respect towards colleagues and internal/external clients. Keeps current and proficient with necessary skills and knowledge, including computer skills. Self-identifies training needs relevant to work area and responsibilities. Demonstrates initiative, flexibility, openness to change, and accountability. Works within a team environment, providing support to and collaboration with colleagues. Is expected to know and follow relevant Environmental Health and Safety Requirements.

Position Overview Statement:
The director of the Council for the Arts at MIT (CAMIT) stewards the relationship between the volunteer members of the organization with the various aspects of the arts at MIT and administers all of the programs funded by the Council’s budget. Working closely with the Executive Director of Arts Initiatives, the Associate Provost with responsibility for the arts, and the Executive Committee of the Council, as needed, the director is responsible for long-range planning, implementation of strategic vision, recruitment of new members and the overall fiscal and operational activities of the Council. The director acts as a liaison between CAMIT members and students, faculty, staff and other CAMIT members, and provides timely communication of news, events and programs both inside and outside of the Council’s purview. The director creates a professional, but convivial, atmosphere for the accomplishment of CAMIT business. The director communicates CAMIT news and programs to the greater MIT community.
Principal Duties and Responsibilities

Administration of all CAMIT programs:

60%  All committee meetings: Poll for meeting dates, prepare all meeting materials, book rooms, AV, etc., distribute information one week prior to meeting.

Executive Committee (3 meetings annually, consists of Chair and Vice-Chair of Council, previous Chair, all committee chairs and vice-chairs (who are non-voting), Associate Provost with responsibility for the arts, and Executive Director of Arts Initiatives): Prepare agenda and committee chair reports in close consultation with the Chair of the Council, the Associate Provost and the Executive Director of Arts Initiatives.

Grants Program (3 meetings annually; approximately 20-30 applicants per meeting):
Pre-interview applicants, gather and review supporting material and prepare materials for review in Slideroom online application system; working in close coordination with the Grants Committee Chair, coordinate applicant interviews and Grants Committee selection meetings; inform grant recipients of results in a timely fashion; process payments or transfers; update guidelines as needed, place advertisements in various MIT venues. Coordinate submission of final reports and prepare summaries for public section of the CAMIT web site and an end-of-year report on all grants, summarizing expenses, public events and attendance, reach into the MIT community, completion rates, etc. Director is also responsible for reviewing and deciding Director's Grants, mini-grants for $500 or less.

Membership and Nominating Committee (minimum of one meeting per semester with a number of email decisions made on a case-by-case basis): Working in close coordination with the Membership Committee Chair, responsible for building and maintaining Council membership. Meet with potential members alone or with nominator or other members. Responsible for recruitment, orientation, assigning mentors, tracking and renewing member terms, monitoring payment of dues, donations in relation to their impact on the Council budget and programs, and maintaining database of recruitment and member activities. Monitor rotation of Committee Chairs and convene Nominating Sub委员会 at least once per year and otherwise as needed.

Annual Meeting: Plan and execute 2-day annual conference highlighting the arts at MIT, in close coordination with the Annual Meeting Committee, MIT faculty and staff and Boston area institutional leaders.

Schnitzer Prize Jury (one meeting annually): Solicit submissions, prepare work for viewing, convene Awards Selection Committee, contact winners, prepare payments, work with Manager of Student Programs to arrange exhibition, prepare documentation of exhibition for donor.

Student Art Awards Committee (one meeting annually): Solicit nominations, gather supporting material from nominees, convene Awards Selection Committee, inform winners, process payments, write order awards, prepare citation text for presenter(s) at Institute Awards Convocation.
**György Kepes Prize Committee** (at least one meeting annually): Solicit nominations, gather supporting material from nominees, convene Award Selection Committee, inform winners, process payments, arrange public presentation of the award and create related programming, as appropriate.

**McDermott Award Selection Committee and Gala** (biennial award, 2-year lead time, 3-4 meetings for selection process): Working closely with the Executive Director of Arts Initiatives, Chair(s) of the Gala, McDermott Selection Committee, Office of the Arts staff and outside vendors, serves as the principal coordinator of the McDermott Award gala and Selection Committee; coordinates with Executive Director and Producers on residency program.

**Documentation and Record Keeping:** Harvest data on CAMIT members’ terms and committee service, event attendance, alumni event attendees, grant and award recipients and send to Alumni Association and/or Resource Development as applicable. Attend local alumni events and Alumni Leadership Conference.

10% **CAMIT Budget:** Principal responsibility for soliciting and collecting dues and related fundraising. Monitor and administer Council endowed and operating accounts. Working closely with the Senior Financial Administrator in the Office of the Arts and the Treasurer of CAMIT, prepare budgets for Executive Committee meetings three times per year and the Annual Meeting business meeting. Responsible for creating budgets for individual events and monitoring budget during the entire fiscal year. Process gifts and deposits; initiate/process accounting transactions (RFPs, Requisitions, Purchase Orders, JVs, Travel).

10% **Council Travel:** Scout locations for CAMIT excursions throughout the United States or abroad: meet with local arts contacts, inspect hotels, visit arts venues. Compile an illustrated travelogue after each trip, working closely with the Graphic Designer and Web Administrator for the Arts at MIT.

10% **Marketing and Communications:** Maintain CAMIT public and members-only websites, oversee CAMIT print, graphic and video promotional materials, working closely with the Graphic Designer and Web Administrator for the Arts at MIT.

5% **Tickets:** Oversee ticket/museum membership programs: solicit requests from faculty/staff, negotiate price, purchase, advertise and distribute tickets to students.

5% **Correspondence:** Draft general CAMIT correspondence/communications: numerous email announcements. Draft CAMIT correspondence for Associate Provost (thank you notes, condolence notes, etc.). Draft invitation letter for new members for the President. Draft fundraising letters in fall and spring.

Perform other related duties as required, including work usually performed at lower levels, when necessary.
Contacts required to perform duties:

Within MIT
- President’s Office (assistants to the President to coordinate Council appointments and correspondence)
- Resource Development and Alumni Association (Arts Development Officer and other resource development and Alumni Association officers regarding recruiting and stewarding council members)
- MIT faculty in the creative arts and other fields (participation in Council Annual meetings and other events)
- Institute Events, Campus Activities Complex, Media Lab (venues for various Council events)

Outside of MIT
- Museums, Galleries, Performing Arts Centers
- Vendors and subcontractors (caterers, events specialists, travel advisors)

Qualifications:

Requirements: Seeking a proven leader who takes initiative, while also working collaboratively within a complex university and alumni network. Minimum bachelor’s degree and five years of experience in arts administration, alumni relations, resource development in higher education or similar non-profit setting. Administrative experience at a decision-making level, confidentiality, tact and diplomacy when working with a variety of constituencies (faculty, students, alumni volunteers, donors and MIT staff). Ability to work in a highly collaborative and team-based environment. Excellent analytical, interpersonal, verbal and writing skills. Experience with managing a budget and fundraising. Demonstrated organizational skills and ability to manage multiple and conflicting priorities. Experience with project management of complex events necessary.


How to Apply: visit careers.mit.edu; search for job ID 13441