

MIT Job Description

<u>Department/School:</u>	Office of the Arts
<u>Official Job Title:</u>	Events Planner 2 (Individual Contributor)
<u>Position Title:</u>	Producer
<u>Normal Work Week:</u>	40 hours
<u>Supervision Received:</u>	Leila Kinney, Executive Director of Arts Initiatives and Center for Art, Science & Technology, Office of the Provost; and/or Katherine Higgins, Senior Producer, Office of the Arts
<u>Supervision Exercised:</u>	Subcontractors, freelancers, and students, as needed.

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

Working as an individual contributor and within a team, manage the execution of visiting artists residencies, faculty creative project grants, student programs, and other events for the Arts at MIT, including but not limited to those presented by the MIT Center for Art, Science & Technology (CAST), the Council for the Arts at MIT (CAMIT), and the Eugene McDermott Award in the Arts at MIT. Please see <https://arts.mit.edu> for details on these programs. This position requires demonstrated ability and experience in visual or performing arts curation, arts production, project management, and community building, with specialization in either university-level student art or major events programming. Principal liaison to faculty, principal investigators, and staff in MIT departments, labs, and centers. Responsible for establishing and monitoring budgets for each individual project, with oversight from the Financial and Operations Manager. Responsible for documentation of all programs. Researches, writes, and creates materials to promote programs, in collaboration with arts communications staff. Supervision of part-time, contract, and/or student employees as necessary. Works evening and weekend hours, as needed.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Plans and executes arts programs at MIT, including exhibitions, performances, lectures, workshops and other major events, as assigned.

- Serves as technical and logistical resource for events and primary point of contact for faculty, students, alumni, and other participants.
 - Responsible for the conceptualization, realization, and assessment of outcomes.
 - Manages artist agreements, artist and agent relationships, and organizes visas when necessary.
 - Develops and oversees budgets for each individual project.
 - Anticipate, track, and make certain technical requirements are met for performing and visual arts and public events (i.e., sound engineering, lighting design, stage production).
 - Writes original content for the arts communications team to publicize CAST visiting artists programs and other projects.
 - Creates templates and maintains documentation, data, and reports about funding and programming for internal and external purposes.
 - Develops staffing plans and manages event flow and implementation.
- Analyzes programs to improve quality, efficiency, and achieve program goals. Implements changes based on feedback from multiple stakeholders.
- Manages multiple events with competing deadlines for a variety of stakeholders.
- Performs other related duties as required, including work performed at lower levels, when necessary.

QUALIFICATIONS

- Bachelor's degree required in the arts or related field.
- At least three years of experience in arts programming, event management, conference planning, artistic production, or arts grants administration.
- Demonstrated expertise in a specific area of artistic practice, e.g. music, theater, studio art, arts entrepreneurship, or university-level student art programming.
- Demonstrated ability and technical knowledge to manage major artistic events with measurable outcomes.
- Excellent project management, communications, and time-management skills.
- Demonstrated competence with creating and managing a budget within established guidelines and in accordance with MIT policies and best practices.
- Excellent oral, written, and visual communication skills.
- Creativity, initiative, flexibility, and ability to work well under pressure.
- Demonstrated ability to make judgment calls in complex and fast-moving situations.
- Ability to manage projects with different timelines and across multiple departments, disciplines, and personnel at MIT.
- Ability and willingness to work independently and as part of a team.
- Capacity to prioritize tasks and to work on multiple projects with different deadlines simultaneously, managing unexpected obstacles in a shared office environment with interruptions.
- MIT experience preferred.

TECHNICAL SKILLS

- Thorough knowledge of the Apple computing environment and related software.
- Familiarity with web content management systems (Wordpress preferred), Adobe Creative Suite, Google Workspace, Dropbox, Air Table, or willingness to learn.
- Familiarity with presentation software such as Keynote, PowerPoint, Google Slides, and Adobe Professional Suite.

- Demonstrated expertise with technical requirements for the performing arts and public events (i.e., sound engineering, lighting design, stage production).

MIT POLICIES

Remote Work: The Office of the Arts produces on-campus, in-person programs for the MIT community and the general public. We have developed guidance, policies, and models for hybrid work (typically three days on campus and two remote), which are subject to change according to individual job descriptions and when more sustained presence on campus is required for events or other reasons. The overall policy is reviewed and may be adjusted at least twice a year.

COVID Policy: MIT currently requires Covid-19 vaccination for all MIT employees who work in the United States. Individuals may request exemption from the vaccine requirement for medical or religious reasons. See MIT Now for more information on MIT's Covid policies. Offers of employment are contingent on an applicant's compliance with MIT's Covid-19 vaccine/exemption requirements.

Visas: MIT is unable to provide work authorization and/or visa sponsorship for this position.

Probationary Period: This position has a 6-month probationary period for new employees to the Institute.

Equivalent Experience: MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.

Equal Opportunity: MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

MIT benefits from a diverse and engaged workplace and seeks to further enhance the community by employing individuals from varied backgrounds. The Office of the Arts actively supports MIT's commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to do their best.