

MIT Job Description

Job Title: Management 3, Events	Position Title: Senior Producer
Pay Grade: 10	Reports to: Leila W. Kinney, Executive Director of Arts Initiatives
Department: Office of the Arts	% Effort or Weekly Hrs: 100%
Date: 8/12/24	Prepared by: Leila W. Kinney

POSITION OVERVIEW STATEMENT

Under minimal supervision, designs, develops, and oversees visiting artist residencies, public programs, exhibitions, installations, and performances for the MIT Center for Art, Science & Technology (CAST). In partnership with the director of the Council for the Arts at MIT (CAMIT), participates in strategic planning for donor events, including an annual meeting, managing the operations, logistics, and staffing. Provides advanced strategizing, project management, logistical planning, onsite management, and coordination with faculty, researchers, and staff for arts initiatives that reach throughout the Institute, including the biennial Eugene McDermott Award in the Arts at MIT. Oversees production teams for campus-wide programs for the Arts at MIT, including arts festivals, student arts programs, grants programs, and related arts activities. Supervises a team of full-time producers and part-time staff as needed. Identifies, hires, and supervises contract employees and external vendors as necessary. Researches, writes, and creates media materials to promote the arts at MIT, in collaboration with the Arts Communications team.

Occasional evening and weekend work is required.

This is a hybrid position with a combination of on-campus and remote work.

Work may require moving objects weighing 10 to 20 lbs. Work will require rapidly moving from site to site, sometimes over long distances.

Principal Duties and Responsibilities (Essential Functions):**

Center for Art, Science & Technology (CAST)

- Collaborates closely with the Executive Director and Faculty Director to implement the mission of CAST.
- Works closely with the Executive Director, faculty, researchers, administrators, staff, and students in related departments, labs, and centers (DLCs) to design, plan, and execute Visiting Artist residencies and other CAST programs, including exhibitions, installations, performances, and public programs (8-14 per year).
- Supervises a team of three full-time producers, as well as part-time and temporary staff as needed, offering coaching in all aspects of event production.

- Responsible for artist agreements, artist and agent relationships, and visas when necessary, working with producers and staff in Contracts, Technology Licensing Office, Office of the General Counsel, International Scholars Office, and other relevant entities.
- Develops, negotiates, and monitors budgets for Visiting Artists, Distinguished Visiting Artists, and faculty grants, in collaboration with the Financial and Operations Manager.
- Principal responsibility for determining logistical and staffing requirements for individual projects, both short- and long-term, monitoring performance, recommending procedures for successful execution, and assessing outcomes.
- Production lead for international symposia, working closely with Executive Director and faculty to plan the scope and format of the programs, create and monitor budgets, communicate with participants and attendees, and coordinate teams that implement and manage logistics, venue, travel, audio visual, and registration.
- Coordinate the CAST Selection Committee and grants process with administrative support from relevant staff.
- Write original content to document CAST Visiting Artist programs and other projects.
- Coordinate records and data of CAST funding and programming for internal and external purposes with administrative support from relevant staff, including tracking student engagement, audience metrics, completion reports, and survey results.
- Represents CAST by meeting with visiting scholars and external arts professionals to explain CAST's mission and programming.

Council for the Arts at MIT (CAMIT)

- Working closely with the CAMIT Director, strategically designs and plans events for CAMIT members (a donor and volunteer organization of ~70 to 100 members), including the annual meeting and other special events.
- Principal responsibility for logistical planning, venue coordination, staffing, and onsite management for CAMIT meetings and events, including supervision of external vendors and staff as needed.
- Supervision of production or support staff for CAMIT Executive Committee and other committee meetings.

Special Projects and Other Duties

- Arts Festival (Spring 2025)
 - Serves as a key advisor to faculty co-leads and Executive Director to design, curate, and develop a campus-wide arts festival commissioned by the Office of the Provost.
 - Lead producer and project management for the festival, coordinating more than 30 concerts, installations, exhibitions, performances, workshops, and other events spanning March 2025 (future years, TBD).
 - Oversee a team of producers, part-time and temporary staff, external vendors, volunteers, and student workers to plan and execute the events.
 - Principal liaison to the arts communication team and external design firm for information about participants and events; coordination of logistics for documentation.
- Eugene McDermott Award in the Arts at MIT
 - Working closely with the Executive Director, design, plan, and implement the residency, campus visit(s), and public program for the biennial Eugene McDermott Award in the Arts at MIT, coordinating with relevant faculty and student groups.
 - Working closely with the Director of CAMIT and external vendors, oversee logistics for the gala and award ceremony for the McDermott Award.

- CAST x MIT Museum
 - Principal production liaison for the CAST x MIT Museum collaboration, coordinating with curatorial, exhibition development, and engagement teams to deliver installations, exhibitions, and programming.
- Present or co-present campus-wide arts programs, collaborating with the MIT Museum; List Visual Arts Center; School of Architecture and Planning; School of Humanities, Arts and Social Sciences; the Office of the Vice President for Institute Affairs, Open Space Programming, and other DLCs.
- Provides high level oversight and strategic guidance for producers assigned to student arts programs, including Arts Scholars, Arts Startup Incubator, and other activities.
- Performs other related duties as required, including work performed at lower levels, when necessary.

Supervision Received:

This position reports to the Executive Director of Arts Initiatives and the MIT Center for Art, Science & Technology (CAST) in the Office of the Provost.

Supervision Exercised:

This position manages three full-time producers and temporary producers and other event support staff as needed, including functional management of external vendors.

Qualifications and Skills:

Minimum Required Education and Experience.

- Bachelor's degree.
- At least five years of leadership experience in arts programming, event management, or visual and performing arts curation.
- Demonstrated portfolio of managing high profile events.
- Demonstrated experience leading teams with a range of expertise to execute complex, multi-faceted events.
- Excellent ability to develop, manage, and monitor complex budgets for events.
- Excellent organizational and time-management skills.
- Excellent oral, written, and interpersonal skills.
- Creativity, initiative, flexibility, and ability to work well under pressure.
- Ability to manage projects across multiple departments, disciplines, and personnel at MIT.
- Ability and willingness to work independently and as part of a team.

Technical Skills:

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

Preferred Qualifications

- Masters degree in visual arts or related field.
- Demonstrated experience with high profile events in a university or nonprofit setting.
- Proven ability to identify, hire, and manage external vendors.

MIT POLICIES

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.

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.

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.

**To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the way they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.