

Project Coordinator Job Description

<u>Department/School:</u>	Office of the Provost/Office of the Arts
<u>Position Title:</u>	Project Coordinator
<u>Payroll Category:</u>	1 Year Term, renewable
<u>Normal Work Week:</u>	40 hours/week schedule is determined by events, including some nights/weekends
<u>Salary:</u>	Grade 6
<u>Supervision Received:</u>	Executive Director of Arts Initiatives, Senior Producer, Finance & Operations Manager
<u>Supervision Exercised:</u>	Students, subcontractors, freelancers, and vendors 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.

Summary of Responsibilities: Provides administrative and operational coordination and support for various programs and events under the umbrella of the Arts at MIT, including Council for the Arts at MIT and Eugene McDermott Award in the Arts at MIT meetings, concerts, student art exhibitions, extra-curricular art class administration, artist residencies, and related arts gatherings and events.

Principal Duties and Responsibilities (Essential Functions):

- Collaborate with Arts at MIT staff to plan and manage the Arts Access and Arts Scholars programs, including responsibilities related to research, marketing, ticket sales and distribution, customer service, general inquiries, day-of event support, communications, and troubleshooting.
- Support the administration of non-curricular studio art classes by developing registration timelines, collecting, organizing and posting course information to the website,

responding to enrollment inquiries, overseeing the registration and waitlist functions, preparing class rosters for instructional staff, compiling and analyzing enrollment and waitlist data, and preparing program documentation and reporting.

- Provide financial and stewardship support by submitting reimbursements, creating travel reports, initiating interdepartmental transfers, and preparing and reconciling cash deposits. Work closely with the Director of the Council for the Arts (CAMIT) on the timely creation and distribution of acknowledgement letters to donors.
- Assist with event planning/event fulfillment for artist residencies, recurring annual events such as the CAMIT Annual Meeting, and recurring high level committee meetings such as the McDermott selection committee. Make and confirm room reservations, produce event flows and schedules for staff and participants, assist with registrations and field general questions, submit and review internal A/V orders, place and receive catering orders, track expenses to stay within the budget, prepare and/or edit copy for the communications team, take and distribute meeting minutes, when necessary.
- Manage the all-staff calendar, including confirming regular staff and project meetings with the faculty director, managing the agenda and meeting flow, and making and verifying conference room reservations. Record and distribute meeting minutes at weekly staff, producer, and communications meetings.
- Support the administrative needs of various committee meetings, as requested.
- Communicate with stakeholders and participants, providing a high level of support for all program leads.
- Balance the requirements of numerous programs in varied stages of planning and overlapping schedules and deadlines.
- Performs other related duties as required, including work performed at lower levels, when necessary.

Qualifications:

- Bachelor's degree required
- Minimum 2 years of administrative and/or project/program management experience required.
- Previous experience in arts administration, arts event coordination or related field preferred.
- Demonstrated administrative and organizational skills with the ability to manage multiple tasks simultaneously.
- Excellent communication and interpersonal skills.
- Ability to work effectively both independently and as part of a team.
- Flexibility to adapt to changing priorities and deadlines.
- Knowledge or interest in the arts and creative industries is a plus.
- Physical stamina and ability to lift/move equipment and materials up to 50 pounds.
- Must be able to provide excellent customer service to a variety of stakeholders and audiences.

- Must be present on MIT campus Wednesdays and Thursdays for team meetings; other days of the week as requested/needed; required nights and weekends will be discussed in advance.

Computer and Office Skills: Thorough knowledge of Apple computing environment and related software. Familiarity with Dropbox, Google suite, Slack, Eventbrite, Adobe Creative Suite, Slideroom, Wordpress, and AirTable, or willingness to learn.

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 two days on campus and three 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. Attendance on campus is required on Wednesdays and Thursdays for team meetings. Required nights and weekends will be scheduled in advance.

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

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.*