

MIT Job Description

<u>Department/School:</u>	MIT List Visual Arts Center
<u>Job Title/job code:</u>	Coordinator, Program & Project Admin
<u>Position Title:</u>	Program Coordinator, Public Programs
<u>Payroll Category:</u>	Administrative Staff
<u>Normal Work Week:</u>	40 hours per week
<u>Supervision Received:</u>	Senior Manager, Public Programs
<u>Supervision Exercised:</u>	n/a

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.

Job Description

The Public Programs Coordinator is responsible for the, management, promotion, post – production and evaluation of student programs at the List Center and for ensuring that these programs complement and supplement the exhibition program, involve diverse audiences of all ages, serve the institution's mission, and are guided by its long-range plan. Through the use of the ever-changing temporary exhibitions, and the world-renowned public art collection on campus, the Public Programs Coordinator with collaboration with Senior Manager, Public Programs will, manage the tour program.

Key Responsibilities

Student Programs

- Plays a lead role in the recruitment, planning, and execution of List Center Graduate Student Program
- Develops departmental collaborations to promote and reach a broad range of audiences in conjunction with Graduate Student Programs
- Plans, implements, and evaluates Graduate Student Program including arranging virtual and hybrid options, post production work and transcription services
- Work with Marketing Associate to prepare videos for online posting.
- Initiates correspondence with student speakers: PR information, photographs, details regarding arrival and run-throughs, thank you afterwards.

- Responsible for internal management of events for graduate student programs (work orders, check requests, etc.).
- On site event manager for programs coordinated, day-of event communication with visitor services, and contracted positions to ensure unified coordination.
- Responsible for arranging set-up for public programs and communication with in-house and outside A.V. specialists, lighting, etc.
- Manages with Senior Manager, Public Programs Oncell, Public Art mobile website and generation of content including student self-guided tours, audio content and transcripts, and updates per collections registrar to keep site up to date.

Outreach to MIT Community

- Develop relationships with students to become a part of the List Center activities
- Participate in campus wide events to raise awareness. e.g. orientation, campus preview weekends, parents weekend, etc.
- Work with Senior Manager, Public Programs in bringing MIT constituents to visit the List Center
- Collaborate with other MIT departments as it aligns with Graduate Student Talk initiatives
- Prepares, monitors, manages, and evaluates student program budgets

Tour Program

- coordinate student docent tour schedule
- coordinate group visits for public art tours
- track tour attendance
- Oncell Mobile Public Art website seasonal analytics
- execute Public Art Tours
- Manage and update Public Art mobile site (Oncell)

Additional Responsibilities

- Provide the PR Marketing and Social Media staff with programming content for the List Center website as well as social media and other marketing needs to promote student programs.
- Work with Senior Manager, Public Programs on outreach for Student Loan Art Program, coordinate event planning
- Work with Senior Manager, Public Programs to assist with public programs, attendee check-in, guest count, etc.
- Assist with general administrative tasks
- Ability to work nights and weekends when program occur

Qualifications

- BA in Art History, Museum Studies, Cultural Studies, Public Relations, Marketing or other related field (MA preferred); knowledge of contemporary art and education; and 1-2 years of experience preferred

- Must have excellent interpersonal skills and the ability to work with all levels within and around the MIT community
- Excellent verbal communication skills
- Ability to engage with all types of people e.g. students, artists, educators, funders, civic groups, and non-art experts
- Self motivated and creative and able to accomplish multiple tasks, work under pressure, has excellent time management skills, and meet deadlines
- Previous experience in a university museum or gallery preferred

MIT is an equal opportunity/affirmative action employer. Applications from women, minorities, veterans, older workers, and individuals with disabilities are strongly encouraged.