

MIT Job Description

Job Title: Comms & Mktg Administrator 1	Position Title: Multimedia Content Producer and Coordinator
Reports to: Director of Communications	% Effort or Wkly Hrs: 100%
Department: School of Humanities, Arts, and Social Sciences	Prepared by: Michael Brindley
Date: 10/19/23	Pay Grade 6

Position Overview:

As a member of the MIT School of Humanities, Arts, and Social Science's (SHASS) Communications team, the Multimedia Content Producer and Coordinator will lead the effort to tell the story of SHASS through visual media (video and photos). This is a new position, so this person will have the opportunity to shape this role and be a key part of the communications team. Projects will focus on the SHASS community, with the goal of elevating awareness of its world-class humanities, arts, and social science undergraduate and graduate programs. This person will have a passion for storytelling with the goal of building brand awareness and reaching new audiences.

Principal Duties and Responsibilities (Essential Functions):**

- Develop and create visual media (video and photos) with a focus on promoting the SHASS brand for use on the school's website, social media, and other channels.
- Work closely with the Director of Communications and the Communications Officer to fully integrate multimedia into the overall content strategy.
- Collaborate with the Communications Officer to develop visual content to accompany ongoing editorial projects.
- Conceptualize and produce video and other multimedia assets for SHASS and its DLCs spotlighting faculty, staff, and students.
- Produce videos and photos that feature SHASS classes, events, and other moments in life around campus.
- Collaborate with SHASS DLCs to assist with visual media projects, as needed.
- Create content for the SHASS YouTube and Instagram channels.
- Develop and execute long-term multimedia series and projects.

Supervision Received:

Receives direction and guidance from the Director of Communications.

Supervision Exercised:

No direct reports.

Qualifications & Skills:**Education**

- Bachelor's degree in a related field required.

Experience

- A minimum of one year of communications experience including video production, photography, project management, and a portfolio of work.

Required Skills and Experience

- Exceptional multimedia production skills.
- Strong project management skills.
- Up-to-date and extensive knowledge of digital and social communications platforms, and demonstrated experience working across social media channels and web platforms (specifically WordPress and Drupal).
- Demonstrated experience and track record prioritizing multiple work assignments and meeting deadlines.
- Ability to work in a team-oriented environment and to work collaboratively across all organizational units.
- Ability to deal with sensitive information and/or issues using discretion and judgment.
- Occasional weekend and evening work may be required.
- This position has flexible, hybrid work arrangements. Must be available for in-person monthly all-staff meetings.

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