Massachusetts Historical Society
Programs and External Affairs Production Coordinator

Purpose:
The Programs and External Affairs ("PEA") Production Coordinator uses audio and video technology to share the Society's stories with public audiences. They will be the main person responsible for running technology during seminars, events, and programs, whether in person, hybrid, or virtual. The position also leads audio and video production, including two podcasts and video content, and contributes to storytelling and program development.

Reporting to the Director of Engagement on the Programs and External Affairs (PEA) team, the PEA Production Coordinator will work closely with the Research, Communications, and Development teams, both collaboratively and independently, to manage the immediate technical needs of regular events while also overseeing long-term production work (podcasts, video outreach).

Key Contacts:
Reporting Relationships: This position reports to the Director of Engagement

Supervisory Responsibility: None

External: Individuals and organizations involved with the podcasts, speakers at events, vendors related to podcast and video creation, and outside A/V vendors

Internal: Director of Engagement, Programs & Events Manager, PEA team, communications and research staff, Chief Technology Officer, Ops staff

Schedule and Working Conditions:

This is a full-time position, and on-site, in-person attendance for the Society's events and programs is an essential function. The PEA Production Coordinator primarily works on-site at the Society's Boylston Street, Boston headquarters. Occasional hybrid work is available, but the schedule must incorporate evening program tech needs. While the regular salaried work week of the Society is 35 hours, Monday-Friday between 8:00 AM and 5:00 PM, the PEA Production Coordinator will be expected to work evenings at events in support of the Society's work. Some travel in Greater Boston/Massachusetts, with occasional travel throughout New England for podcast interviews and video filming, will be required.

Major Responsibilities (all essential functions):

1. Event and program technology (primary responsibility; approx. 45%)

- Serve as the main person responsible for technology during all internal and external MHS seminars, meetings, events, and programs, working closely with the Programs & Events Manager, staff across the PEA division, and the entire organization.
- Set up, run, and troubleshoot tech equipment, including projection, microphones and audio, camera, and Zoom, for in-person, virtual, and hybrid programs.
- Problem-solve technology issues during programs.
- Conduct pre-event tech checks with speakers and presenters, and manage the technical side of each program's run-of-show, including audience Q&A sessions as needed.
- Learn current A/V systems and ensure systems are being fully implemented and leverage; evaluate additional methods, technical skills, and tools to enhance content delivery across in-person, hybrid, and fully remote productions.
- Maintain A/V equipment in coordination with the Chief Technology Officer and Ops staff. Document technical procedures and train colleagues on basic A/V and Zoom use.
- Collaborate with outside media involved in recording, photographic, or broadcasting programs and seminars.

2. Audio and video production (approx. 40%)

- Oversee production of the podcast *The Object of History*, working with the Director of Engagement, Chief Historian, Associate Director of Research, and Communications staff to develop episode ideas, edit sound recordings, create episode narratives, select music, and ensure timely production.
- Workwith the Chief Historian and Associate Director of Research tooversee production of the podcast *Historians & Their Histories*, including conducting interviews as needed, editing sound recordings, and ensuring timely production.
- Work with the Communications team to create short promotional videos and highlight reels, complete post-production editing on recordings of programs, and ensure appearance releases are signed and filed.
- Work with the Director of Engagement to interview experts, history makers, and community leaders to create videos for program series.

3. Storytelling and program development (approx. 15%)

- Work with the Director of Engagement and Research Department to think strategically about a season's narrative arc and its intersections with public programs.
- Assist with future A/V programming that will support outreach regarding access to our collections.
- Work on other MHS projects as needed, including but not limited to exhibitions, web features, and filming requests.

Requirements:

Education

- Bachelor's Degree, or Associate's Degree or relevant professional certifications and trainings, plus 5 or more years of experience in the field

Experience

- Minimum of 3-5 years' experience in a relevant professional position
- Experience using A/V systems for both in-person and hybrid programs and ability to problem solve in the moment
- Demonstrated success creating and publishing audio and video content; podcast experience a plus
- Experience translating complex or specialized topics for general audiences
- Prior nonprofit or academic experience preferred
- Familiarity with A/V requirements of social media channels
- Interest in American history and an understanding of the Society's mission is essential

Skills

- Ability to troubleshoot in-room/in-program issues in a calm, diplomatic, and informative manner
- Working knowledge of live-event A/V equipment and virtual meeting platforms such as Zoom and Teams
- Excellent communication and writing skills, with the ability to draft proposals, scripts, and program copy
- Strong proficiency in audio and visual editing tools such as Hindenburg and Adobe Audition
- Ability to communicate technical requirements and concepts to lay audiences
- Strong organizational skills with the ability to prioritize and multi-task
- Ability to be detail-oriented and accurate
- Project management skills
- Ability to work collaboratively inside an organization and be adaptable
- High level of initiative and creativity
- Ability to keep self abreast of changes to technology, equipment, software and hardware tools, and industry trends in order to ensure the MHS delivers quality content
- Strong interviewing skills, and the ability to put recording subjects at ease
- *Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

Compensation and Benefits:

The firm budgeted range for this position is $52,000.00-$60,000.00/year. Benefits include generous sick and vacation time, a 401(k) match, and health, vision, dental, and disability benefits, as well as other discounts and tax-advantaged savings accounts.

The MHS is an equal opportunity employer.

The MHS follows the requirements of state and federal law in providing equal opportunity in hiring and employment. The Society's goal is to employ a workforce that is representative, at all job levels, of the people whose histories we collect. Candidates of all backgrounds are welcomed and encouraged to apply. Consistent with our obligations under Massachusetts and federal law,

we are committed to creating a workplace free from harassment and discrimination on the basis of any status or condition protected by state or federal law. We offer a competitive benefits and time off package; salary ranges are posted in each job posting. Candidates in search of accommodations should contact our Human Resources Director at erikabarrie@masshist.org.

Hiring Process:
Interested applicants should send a single PDF with their resume and a cover letter to PEAjobs@masshist.org. Finalists will be asked to submit three references and any candidate receiving an offer will be required to complete an education verification and pass a CORI and SORI check. No recruiters or staffing agencies, please.