POSITION DATA

JOB TITLE: Production Coordinator
DEPARTMENT: Education
REPORTS TO: Assistant Director, Digital and Production for Museum Programs
CLASSIFICATION: Nonexempt
DATE: July 2021

POSITION OVERVIEW:

Through commemoration, exhibitions, and educational programs, the National September 11 Memorial & Museum remembers and honors the 2,983 people killed in the horrific attacks of September 11, 2001, and February 26, 1993, as well as those who risked their lives to save others and all who demonstrated extraordinary compassion in the aftermath of the attacks.

Reporting to the Assistant Director, Digital and Production for Museum Programs, the Production Coordinator will execute a wide range of live and digital events and programs for the 9/11 Memorial & Museum’s Public and Professional Programs team. The incumbent will partner with internal departments and external vendors to assess and fulfill production needs through the full life cycle of assigned events and programs, including scheduling, technical coordination, day-of event logistics, and audio/visual post-production. The Production Coordinator will also provide support for long-term infrastructure, maintenance, and digital media projects.

This is a flexible position and will require the flexibility to work evenings and weekends. The institution currently has a hybrid model of working both onsite and remotely, but these policies may evolve in the coming year. Program needs will largely inform these decisions for this position.

ESSENTIAL FUNCTIONS:

- Partners with Public and Professional Programs producers to drive assigned events and programs through their full life cycle, including space scheduling, run-of-show and cue sheet creation, A/V coordination, staging and blocking, facilities arrangements, photography requests, and post-production work.
- Provides supplemental audio/visual support for live and virtual events and programs when required, including set-up, design and operation of lighting and basic presentation and digital materials.
- With the Assistant Director, Digital and Production for Museum Programs, drives the streaming workflow and digital media output for events and programs livestreamed at 911memorial.org/watch and archived on 911memorial.org/learn/past-public-programs, including basic audio and video editing across programs.
• Serves as scheduling coordinator for the Memorial & Museum's 157-seat Auditorium, ensuring that space use requests, policies, and procedures are communicated and adhered to by all stakeholders.
• Supports the daily Auditorium production operations, including the development and deployment of Auditorium signage, interstitial media, and rotating films.
• Supports long-term projects, including equipment inventory and media management.
• Performs other duties needed to help fulfill our mission

**VOLUNTEER REQUIREMENT**
• Participates in the Annual 5K Fundraiser and 9/11 Commemoration, as assigned.
• Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned.

**QUALIFICATIONS/SKILLS REQUIREMENT**
• Bachelor's degree or equivalent experience required
• Minimum 3 years of relevant experience in production and/or broadcast environments; experience within artistic or cultural institutions a plus
• Experience in production or technical coordination preferred, including experience with relevant equipment
• Knowledge of Adobe Premiere and Adobe Photoshop required; working knowledge of Adobe After Effects, Adobe Audition, and familiarity with Adobe Creative Suite workflows preferred
• Filming experience and knowledge of media asset management systems (e.g., Sony NavigatorX) a plus
• Proficiency in Microsoft Office Suite and Zoom
• Experience collaborating across department lines within a large organization.
• Superb project management skills.
• Ability to take direction and work well under pressure; excellent time management, problemsolving, and analytical skills.
• Meticulous attention to detail, organization, and priority required
• Passion for innovation, collaboration, and diplomacy
• Demonstrated ability to work professionally and tactfully, represent the Museum with a high level of integrity and professionalism, adhere to Museum policies and support management decisions in a positive, professional manner

**HOW TO APPLY**
• Include position you are seeking in the email subject field
• State the location where job posting was seen
• Send resume and cover letter to 911meducationjobs@911memorial.org

**PHYSICAL DEMANDS/WORK ENVIRONMENT**
The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile,
and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices and group conference rooms. The noise level in the office environment is usually low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel is required.

- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
- The organization reserves the right to change, modify, or reassign job responsibilities, duties and scheduled work hours as per business needs.
- This document is a communication tool and not intended as a written or implied contract of employment.