



**Podcast & A/V Producer – Job Description
Massachusetts Historical Society**

Purpose:

The Podcast & A/V Producer (PP) will work on the two MHS podcasts, help create video content, and support other A/V projects capturing the Society’s work. They will be the main person responsible for running tech during seminars, events, and programs. Reporting to the Director of Engagement on the Programs and External Affairs (PEA) team, the position will work closely with the Communications and Research teams, both collaboratively and independently, to develop concepts and complete the various tasks necessary to deliver final content. The ideal candidate is someone who can oversee long-term production work (podcasts, video series) and the immediate responsibilities of regular events.

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

Internal: Director of Engagement, 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 PP primarily works on-site at the Society’s Boylston Street, Boston headquarters. Occasional hybrid work is available, but the PP’s 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 PP 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):

- The position will oversee the production of the podcast *The Object of History*. Duties include 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 for episodes.

- Ensure timely production of the podcast.
- Working with the Chief Historian and Associate Director of Research, the PP will oversee the production of the podcast *Historians & Their Histories*.
 - Conduct interviews as needed
 - Edit sound recordings.
 - Ensure timely production of the podcast.
- The position will assist in developing brief, attention-grabbing video content for social media as well as edit recordings of programs. Multiple formats for placements on various platforms is required. Working with the Communications team, the PP will:
 - Create short promotional videos to highlight programs, projects, and educational offerings and to make the best historical research available to the public.
 - Work with Director of Engagement to interview experts/history makers/community leaders to create videos for program series.
 - Create highlight reels from past programs.
 - Complete post-production editing work on recordings of programs at the MHS.
 - Ensure appearance releases are signed and filed.
- The position will assist with future A/V programming that will support outreach regarding access to our collections.
 - The PP will provide technical support during programs and seminars and will work closely with staff across the PEA division and the entire organization. They will:
 - Run tech equipment (camera, Zoom, audio) during virtual/hybrid programs.
 - Problem-solve technology issues during virtual/hybrid programs.
 - Learn the A/V system and Zoom to ensure we are using them to their fullest potential (i.e.: discover and suggest other ways to film programs; look into green screen use; explore different project options for in-person vs. online attendees).
 - Assist with the management of audience Q & A sessions as needed.
 - Collaborate with outside media involved in recording, photographic, or broadcasting programs and seminars.
- 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
- Prior nonprofit or academic experience preferred
- Demonstrated success creating and publishing podcast and video content
- Familiarity with A/V requirements of social media channels

- Experience using A/V systems for both in-person and hybrid programs and ability to problem solve in the moment
- Experience translating complex or specialized topics for general audiences
- Interest in American history and an understanding of the Society's mission is essential

Skills

- Excellent communication skills, with the ability to draft proposals and scripts,
- Strong interviewing skills, and the ability to put recording subjects at ease
- Strong organizational skills with the ability to prioritize and multi-task
- Ability to communicate technical requirements and concepts to lay audiences
- 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 troubleshoot in-room / in-program issues in a calm, diplomatic, and informative manner
- 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 proficiency in audio and visual editing tools such as Hindenburg and Adobe Audition

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.**