MIT Job Description

Job Title: *Editor 2*	**Position Title:** Associate Editor, *MIT Sloan Management Review*
Reports to: Editor in Chief	**% Effort or Wkly Hrs:** 40 hrs/wk
Department: Sloan Management Review	Grade 8

Position Overview:

MIT SMR is seeking an associate editor, multimedia, to join its dynamic content team. This position provides an opportunity to work with a growing publishing organization that is continually breaking new ground. We seek an associate editor with sharp editorial instincts who will help SMR deliver multiplatform insights for our audience of senior business leaders, including text-based articles, visual and audio content, and live virtual experiences. The ideal candidate is passionate about digital storytelling in all its forms, with a strong sense of what works to inform and engage people.

Remote work expectations/opportunity for this role: The associate editor, multimedia will work part-time in the office and part-time remote in a combination that most effectively achieves their goals.

Principal Duties and Responsibilities (Essential Functions**):

Video and Audio Storytelling (35%)

- Pitch ideas for the innovative use of audio and video storytelling to senior editors, working closely with the creative and marketing teams.
- Create storyboards, write scripts and direct video and audio productions, including an eventual house podcast (video and audio editing a plus).
- Work with other *MIT SMR* editors to identify subject-matter experts for audio/video features. Schedule and conduct interviews.
- Coordinate, schedule, and direct video shoots (virtual - e.g., via Zoom or webinar platform – and in-studio).
- Manage studio set ups, lighting, backdrops, etc.
- Hire and direct freelance videographers when necessary.
- Manage post-production video editing, generating transcripts and captions.

Text and Graphic Storytelling (30%)

- Pitch ideas for compelling, timely text and graphic-based content to senior editors based on current trending topics, submissions, and popular SMR content
- Select 1-2 ideas to develop per month as text or graphics-based articles for *MIT SMR* website
- Collaborate with *MIT SMR* editors and creative team to create interactives, data visualizations, motion graphics, and animations as part of the multimedia storytelling process.
- Collaborate with our audience development and social media team to increase audience and engagement in social channels
- Ensure all material, including scripts, articles, and visual content is clear, consistent, complete and credible, and that text content is well written, grammatically correct, and accessible

Virtual Event Production (30%)

- Collaborate with MIT SMR editors and creative team to produce engaging, high-quality webinars and other virtual events.
- Oversee the audience experience and manage engagement during webinars, LinkedIn Live, and other online events.
- Capture, process, distribute content to different platforms
- Set quality and equipment standards for lighting, cameras, and sound for staff and external speakers.
- Manage event platform strategy

Additional Responsibilities (5%)

- Develop workflows for multimedia projects in collaboration with senior managing editor and creative director. Build processes to execute multimedia projects using project management tool (Asana).

Other duties as assigned or required

Supervision Received: Reports to editor in chief
Supervision Exercised: Recruits and supervises external talent

Qualifications:

Required

- Bachelor's degree in Journalism, Communications, Education, Multimedia, English, Advertising
- Minimum 3 years' professional experience in journalism, communications, or related field
- Minimum 3 years' experience in multimedia publishing, including creating and producing audio, video, and graphic content
- Exceptional writing skills required
- Sound editorial judgment, high journalistic standards, and track record of compelling visual storytelling. Must have demo reel.
- Experience using video and audio editing tools (Adobe Photoshop, Premier Pro, After Effects, Bridge, etc.) and social media
- Experience livestreaming via social media (LinkedIn, Instagram, YouTube, etc.) and event/webinar software
- Ability to work both independently and as part of a team
- Proven ability to work on multiple projects simultaneously
- Excellent organizational and communication skills, including facility with presenting and advocating new ideas and the ability to nurture professional relationships across the organization.

Preferred

- Familiarity with and interest in business management topics
- Familiarity with production equipment and its function in the studio (cameras, lighting, switchers, audio mixing boards, green screen)
- Still photography and videography skills
- Knowledge of current publishing workflow and technology
- Familiarity with major social media platform asset specifications and engagement approaches

Competencies:

Is self-directed and proactive while advancing work and achieving results

Demonstrates desire and drive for learning that enhances individual performance and contributes to organizational effectiveness

Collaborates with others while respectfully advancing organizational goals and achieving desired outcomes

Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside MIT SMR

Fosters innovation and experimentation by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches

Acts with caring and a sense of community while demonstrating genuine respect towards every person

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position 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.