The Mission of MIM: The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world’s diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul.

Position Summary: The Visual Media Producer works directly with other creative team members to produce video content and photography for social media, marketing/advertisement, exhibit, or other audiovisual product for MIM and the MIM Music Theater. Responsibilities will be accomplished through strategic planning, effective storytelling, communications skills, and ensuring the quality and consistency of MIM’s brand. The Visual Media Producer will report to the Creative and Marketing Manager and is an on-site position.

Responsibilities:
- Develop video content for social media, marketing/advertisement, exhibit, or other audiovisual product that supports institutional goals and aligns with MIM’s mission
  - Pre-Production: Create production schedules, script/storyboard content, and coordinate logistics with MIM team members and external partners.
  - Production: Execute videography, lighting, and sound. Direct interviewees and on-screen talent, as needed.
  - Post-Production: Edit video/audio, select musically appropriate edit points and adjustments, transcribe audio, color correct footage, and create text or other graphic elements.
- Capture b-roll of galleries, exhibitions, educational programs, and other events
- Shoot and edit still photography, including portrait, event, product, and architectural subject matters for marketing, social media, exhibit, and printed publications
- Maintain a professional level of knowledge in video production and photography techniques, tools, technologies, and trends
- Follow design parameters and stylistic guidelines consistent with the MIM brand
- Participate in Creative and Marketing meetings; execute action items as required
- Monitor trends online and on social media and maintain an aesthetic eye for museum branded content
- Assist with additional tasks and projects as business needs arise
Skills and Qualifications:

- Bachelor’s degree in Film, Digital Media Production, or related field preferred
- Advanced knowledge of Adobe Creative Suite including Adobe Premiere, Adobe Lightroom, and Adobe Photoshop required
- Strong video production experience, including multi-cam set up and audio recording
- Understanding of professional photography, including DSLRs, lenses, camera settings, and editing techniques
- Conscientious of drive space and media management savvy
- Motivated team player with strong organizational, storytelling, problem-solving, and time-management skills
- Strong written and oral communication skills with an ability to interact well with other team members, volunteer team members, artists, and external partners
- Experience with Basecamp is a plus
- Background in music is a plus

Qualified candidates should submit a resume, cover letter, and link to portfolio (both video production and photography) in one merged document via the link below:

https://workforcenow.adp.com/mascr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&ccld=19000101_000001&jobId=469050&source=CC2&lang=en_US