

## **Production Coordinator - Mizzou New Music Initiative**

### **Hiring Department**

The [School of Music](#) in the College of Arts & Science

### **Job Description**

#### **Join the Creative Pulse of New Music at Mizzou!**

Are you passionate about the arts, well-organized, and thrive on the excitement of bringing creative events to life? The Mizzou New Music Initiative (MNMI) is looking for a detail-savvy and enthusiastic Production Coordinator to help support and elevate our growing program dedicated to the creation and performance of new music.

This role is perfect for someone who loves combining logistics and creativity—managing behind-the-scenes operations, working with artists, coordinating public events, and making meaningful contributions to an inspiring musical community.

### **What You'll Do**

- Coordinate logistics for all MNMI events and artist residencies—scheduling, travel, hospitality, and onsite needs.
- Process contracts and payments for guest artists and participants.
- Collaborate with our marketing and media teams to keep MNMI visible and vibrant online and in the community.
- Maintain organized records of performances, recordings, commissions, and archives.
- Serve as the logistics lead for our signature event, the Mizzou International Composers Festival (MICF).
- Contribute to program planning and artistic development alongside the MNMI Associate Director.

### **What We Are Looking For**

- 1+ year of experience in event coordination, arts administration, or project coordination
- Excellent communication and organizational skills
- Experience with social media management and/or website content editing

- Comfort working in a fast-paced, creative environment with multiple moving parts
- A genuine love for the arts and the people who make it happen

### **Why Join Us?**

You'll be part of a small, passionate team making a big artistic impact—both locally and nationally. The MNMI is an exciting platform for composers, performers, and music lovers alike. We bring bold ideas to the stage, support cutting-edge music, and foster connections between students, artists, and the public. If you're ready to bring your organizational talent and love for the arts into a role that helps music come to life, we want to hear from you!

### **Shift**

This is a 40 hours/week job. Schedule is typically, Monday to Friday, 8 am to 5 pm. Some flexibility is expected on days and times due to performances and events.

### **Minimum Qualifications**

A Bachelor's degree or an equivalent combination of education and experience and 1 year of experience from which comparable knowledge and skills can be acquired is necessary.

### **Preferred Qualifications**

- A least 1 year of relevant experience in event coordination, project coordination, or arts administration.
- A Bachelor's degree in Communications, Arts Management, or a related field is preferred.
- Proficiency in social media content management.
- Experience working in an arts or higher education environment is a plus.

### **Anticipated Hiring Range**

Salary Range: \$18.50 to \$26.34 hourly

Grade: GGS - 008

University Title: Program/Project Support Coordinator I

Internal applicants can determine their university title by accessing the Talent Profile tile in myHR.

### **Sponsorship Information**

**Visa Sponsorship Information:**

Applicants must be authorized to work in the United States. The University will not sponsor applicants for this position for employment visas.

**Community Information**

Columbia offers small-town friendliness with big city features and a high quality of life for people of all ages and interests. Founded on education and known as an ideal college town, its location also makes it an attractive spot for businesses and travelers. Located on Interstate 70 and U.S. Highway 63, Columbia is right in the middle of the state and the nation. Just a couple hours' drive from St. Louis and Kansas City, Columbia is Boone County's largest population center offering big-city entertainment, activities, and resources with a low cost of living. Columbia is home to a variety of restaurants and entertainment venues and hosts more than a dozen festivals each year. If you want to grow your career, continue your education, raise a family, and retire, Columbia is a good place to be!

**Benefit Eligibility**

This position is eligible for University benefits. As part of your total compensation, the University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, short- and long-term disability, paid parental leave, paid caregiver leave, and educational fee discounts for all four UM System campuses. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <https://www.umsystem.edu/totalrewards/benefits>.

**Equal Employment Opportunity**

The University of Missouri is an [Equal Opportunity Employer](#).

To request ADA accommodations, please call the Director of Accessibility and ADA at 573-884-7278.