

MADE at Ohio State

Founding Student Producer Leadership Handbook

WELCOME TO THE FOUNDING COHORT

Congratulations on your interest in becoming part of the founding student leadership cohort for MADE (Multidisciplinary Arts, Design, and Expression). Students selected will not simply be volunteers helping with an event. They will serve as student producers helping build the structure, culture, and future of a new multidisciplinary arts platform at Ohio State.

As a founding cohort, your work will help shape what MADE becomes for years to come. This is both a leadership opportunity and a professional development experience grounded in collaboration, creativity, and care.

WHAT MAKES MADE DIFFERENT

- Students function as producers and collaborators, not just participants
- Leadership is student-driven with faculty and staff serving as mentors
- Students gain real experience in planning, communication, and institutional navigation
- Students help create opportunities for other students
- The founding cohort helps establish the culture future cohorts will inherit

HOW STUDENT LEADERSHIP WORKS

Student leaders serve in two connected ways:

1. As members of the MADE Student Planning Committee
2. As Student Producers within functional leadership areas

Rather than working in isolation, students collaborate across roles while developing specific areas of expertise. Faculty and staff mentors support the process while maintaining student ownership of decision-making wherever possible.

EXECUTIVE STUDENT LEADERSHIP ROLES

Student Planning Committee Co-Chairs (2 positions)

Role Purpose:

Provide overall student coordination and help guide the leadership team.

Key Responsibilities:

- Help facilitate meetings
- Support team communication
- Help track priorities and progress
- Serve as student leadership representatives

Skills Developed:

Leadership facilitation, strategic thinking, meeting management, team coordination

Ideal for students interested in:

Arts leadership, administration, producing, directing, entrepreneurship

Estimated Time Commitment:

3–5 hrs/month early phases

5–8 hrs/month during festival semester

Student Communications & Administrative Coordinator

Role Purpose:

Help maintain organization and communication across the team.

Key Responsibilities:

- Meeting notes and documentation
- Timeline tracking
- Internal communications support
- Organizational support

Skills Developed:

Professional communication, organization, administrative coordination

Estimated Time Commitment:

2–4 hrs/month

STUDENT PRODUCER LEADERSHIP TRACKS

Curatorial & Programming Producer

Purpose:

Help shape artistic conversations and support project development.

Responsibilities:

- Assist with project review processes
- Help organize programming conversations
- Support student artists
- Help think about interdisciplinary connections

Skills Developed:

Curatorial thinking, artistic evaluation, dialogue facilitation

Ideal for:

Students interested in curating, dramaturgy, arts leadership, or research.

Time Commitment:

2–4 hrs/month

Production Management Producer

Purpose:

Support logistical coordination of festival activity.

Responsibilities:

- Scheduling coordination
- Venue coordination support
- Timeline management
- Implementation support

Skills Developed:

Project management, production planning, operations coordination

Ideal for:

Students interested in stage management, producing, arts management, or event planning.

Time Commitment:

2–5 hrs/month

Marketing & Communications Producer

Purpose:

Help shape how MADE communicates its story.

Responsibilities:

- Marketing ideas
- Social media collaboration
- Promotional support
- Documentation coordination

Skills Developed:

Communications strategy, branding, audience engagement

Ideal for:

Students interested in marketing, media, communications, or storytelling.

Time Commitment:

2-4 hrs/month

Partnerships & Community Engagement Producer

Purpose:

Help connect MADE with student communities and partners.

Responsibilities:

- Student organization outreach
- Partnership conversations
- Participation support
- Community engagement thinking

Skills Developed:

Relationship building, outreach strategy, partnership development

Ideal for:

Students interested in nonprofit work, education, engagement, or leadership.

Time Commitment:

2-4 hrs/month

Strategy & Administration Producer

Purpose:

Support planning coordination and internal leadership processes.

Responsibilities:

- Track planning progress
- Support coordination needs
- Help identify organizational needs
- Assist with planning structure

Skills Developed:

Strategic thinking, organizational leadership, planning coordination

Time Commitment:

2-4 hrs/month

PROFESSIONAL DEVELOPMENT MODEL

Students gain experience in:

- Creative producing
- Leadership and collaboration
- Project management
- Professional communication
- Institutional navigation
- Budget awareness
- Event planning
- Community engagement

These experiences translate to careers across the arts, business, nonprofit work, education, communications, consulting, and entrepreneurship.

MENTORSHIP STRUCTURE

Students will work with faculty and staff mentors who provide guidance and professional perspective. Mentors serve as advisors and sounding boards rather than directors. The goal is to support student growth while preserving student ownership of the process.

TIME COMMITMENT BY PHASE

Spring Planning Phase: ~1–2 hrs/month

Fall Planning Phase: ~2–4 hrs/month

Festival Semester: ~4–6 hrs/month

Some roles may have heavier commitments at different phases depending on responsibilities.

LEADERSHIP EXPECTATIONS

Students selected should demonstrate:

- Reliability
- Initiative
- Respectful collaboration
- Communication
- Curiosity
- Care for community
- Willingness to learn

No prior producing experience is required. Growth mindset matters more than prior knowledge.

GROWTH OPPORTUNITIES

Students may have opportunities to:

- Take on expanded leadership roles
- Mentor future cohorts
- Help shape future MADE cycles
- Build professional portfolios
- Receive letters of recommendation
- Develop networks across campus

BUILDING MADE TOGETHER

MADE exists to create opportunities for students and to model what collaborative creative leadership can look like. The founding cohort helps establish not just a festival, but a culture of possibility.

Students who step into this work are helping build something future students will inherit.