The Music Committee's mission is to create community through music. The committee books, markets and implements more than 200 free concerts per year in: The Sett, The Terrace, and Der Rathskeller on Friday and Saturday nights, as well as the Play Circle. This includes Behind the Beat (a weekly jazz series in der Rathskeller) and Open Mic Night series. Committee members learn how to plan shows by negotiating with agents, communicating with WUD/Union staff, and organizing sound and special logistics. The Director facilitates the development of necessary skills needed to organize programs as well as oversee general operations and committee goals. The Director is not required to be in Madison in the summer but is responsible for facilitating the committee decision-making process in booking in fall semester. The Director maintains general oversight of the committee - focusing on larger challenges that exist above day to day committee functioning - and should advocate for its success within the Wisconsin Union, campus and the greater Madison community. Additionally, the Director is charged with creating a safe and welcoming committee atmosphere. This position works in partnership with the program advisor.

**Director Duties**

- Attend weekly meetings with Music advisor, the leadership team, and have general office hours, typically 10 hours a week.
- Chair the weekly Music committee meetings.
- Select and appoint the Associate Directors and other leadership positions for your term of office.
- Work with and train committee members on all aspects of implementing the shows including: budgeting, corresponding with artists, marketing the events, and volunteering the day of a show.
- Follow policies and procedures of the Wisconsin Union, Directorate, and Music Committee.
- Communicate regularly with and advise associate directors and committee members.
- Facilitate discussions about inclusivity and intentionality in booking shows with committee members and Associate Directors.
- Communicate with bands, agents, and Wisconsin Union staff, including Dining Services and Campus Event Services. Serve as resource to performers, agents, students, and the general public regarding information on programming and the committee.
- Foster relationships with cosponsors, financial and otherwise.
- Ensure fair and democratic voting and booking process in weekly meetings and email votes.
- Pursue dedicated members in committee recruitment who ensure social and cultural diversity in booking events.
Responsibilities to Directorate

• Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required.

• Serve on a Union Council Advisory Board

• Participate in annual WUD Fall Retreat (3 days in mid-August), facilitate AD training, and participate in additional leadership trainings as mandated by the officer team.

• Actively communicate with Union officers about needs and goals of committee.

• Increase campus presence by actively pursuing co-sponsorships within WUD and throughout the campus community.

• Promote Directorate committees and the organization at student fairs and other recruitment opportunities.

• Continue development and review of transition materials as a mechanism for passing information to the incoming director which is relevant to the long-term policies, procedures, and mission of the committee. Ensure that all digital materials are stored on the Union’s shared drive.

Additional Relationships Fostered:

• WUD/Hoofers members and Directors
• Performing Arts Committee and the Wisconsin Union Theater
• WSUM Radio
• EMMIE Magazine
• Multicultural Student Center (MCSC)
• Student and Community Publications
• Dean of Students Office

Term of Office May – May, with active participation in trainings before term begins Academic Year: 25-30 hours per week

Remuneration

• Academic Stipend - 60% of yearly in-state tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14)
• $50/month - Wiscard Amount (8 months)
• Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 12-6-19