2017 Classic Series Summer Coordinator

The 2017 Classic Series Summer Coordinator will work to plan, program, and promote a new Classic Music Series on the Wisconsin Union Terrace throughout the summer. This involves working directly with the advisor and agents to book and plan each performance in advance and working with the theater and Union staff to plan and execute details and ensure the success of the program. Of particular concern during the planning stages are artistic integrity, diversity, and campus outreach and involvement, as they relate to the performer.

Summer Program Duties:
1. Overall responsibility for implementing the Summer Classic Music Series on Sunday afternoons throughout the summer.
2. Responsible for covering the events from start to finish on Sunday afternoons.
3. Contact and maintain professional communication with agents.
4. Participate in the Wisconsin Union Directorate spring and summer training program.
5. Meet weekly with a Program Advisor.
6. Hold weekly office hours.
7. Actively pursue cultural diversity and integrity within the Wisconsin Union Directorate, its programs, and committees.
8. Ensure that all program sponsors are recognized at each event via pre-event announcements.
9. Coordinate set-up and equipment requirements and communicating the appropriate information to Theater Staff, Central Event Services Office, building/event managers and Dining Services.
10. Promote summer series through both print (flyers and posters) and online (Union website and social media) publicity.
11. Create program goals, collect data to evaluate program success, write and submit an end of summer wrap up report.
12. Participate in the final summer meeting to analyze program resources and evaluate the overall program; provide revision suggestions for the future summer position descriptions.
13. Establish a working relationship with Union units such as Dining Services, Marketing, Campus Events Services Office and Facilities Management (Building Managers and Sound & Light Technicians), Wheelhouse Studios, Outdoor UW and the Theater.

Term of Office
Applicants need to be available some weekdays and on Sunday afternoons May 30, 2017 – August 25, 2017; this includes: June 4, 11, 18, 25, July 1, 8, 15, 22, 29, August 6, 13

Remuneration
$600
$50/month on Wiscard June, July, and August

Last updated: 02/3/2017