2018 Summer Art Coordinator

The Art Committee is dedicated to the advancement of visual art in the campus community. Bringing inventive and challenging exhibitions to the Wisconsin Union, the student-run committee manages every aspect of those exhibitions from artist selection and installation to art education and marketing, while also promoting leadership among all of its members. The committee encourages students and the community to participate with active and diverse dialogue by providing supplemental educational programming. This position works in partnership with a program advisor.

**Summer Program Duties:**

1. Participate in the Wisconsin Union Directorate spring and summer training program.
2. Maintain regular communication with advisor, incoming and outgoing Directors, Associate Directors, and committee.
3. Manage the summer art gallery series, including installation and de-installation of exhibitions; artist scheduling; and implementation of receptions, promotion campaigns, and gallery talks.
4. Work with the summer committee to plan art educational opportunities.
5. Work with the outgoing and incoming Art Committee Directors on confirming, planning and promoting summer and fall programs including Union South Sunburst Festival and Sunset Slam (during Wisconsin Welcome).
6. Hold a minimum of 5 weekly office hours. Meet with program advisor on a regular basis.
7. Actively pursue cultural diversity and integrity within Wisconsin Union Directorate, its programs and committees.
8. Coordinate logistics and equipment requirements with artists and Union staff.
9. Promote summer exhibitions through print (flyers and posters) and online (Union website and social media) publicity.
10. Complete program evaluations on a regular basis; maintain program files and related information.
11. Attend Art Committee meetings in April and May and meet with outgoing and incoming Art Directors, Associate Directors, and advisor.
12. Work with advisor, outgoing Director, Associate Directors, and current committee to develop a summer committee member recruitment, training, and recognition plan.
13. Hold regular committee meetings and delegate program coverage and responsibilities to committee members.
14. Establish a working relationship with Union units such as Marketing, Facilities Management, and Campus Events Services Office.
15. Schedule and attend turnover meetings with the outgoing Director and ADs in the spring, and with the incoming Director and ADs in the late summer.

**Term of Office**
May 1 - September 15
Summer: 10 - 15 hours/week

**Remuneration**
$1272
$50/month on Wiscard June, July, and August

Last updated: 11/22/2017