2019- 2020 WUD Performing Arts Committee Applications

Who is the Performing Arts committee (PAC) ?

The Wisconsin Union Directorate Performing Arts Committee plans and promotes events for the historic Wisconsin Union Theater stage, ranging from modern dance and classical concerts, to travel adventure films and Broadway musicals. The Performing Arts Committee programs a variety of events to provide a diverse and cultural experience for students, faculty, alumni, and the Madison area community. The Performing Arts Committee members also have the unique opportunity to work directly with artists throughout the booking process and on the day of show.

Through the Concert Series, Jazz Series, World Stage Series, and special events, our committee selects a season that offers artistic integrity, diversity, and campus outreach and involvement between the performers and students.

Each year we have a great team of Associate Directors that work with the PAC director, WUD and the Wisconsin Union Theater staff to curate a season that meets our programming goals.

If you are interested in working with the Performing Arts Committee please apply with the link below by April 22nd 2019 at 1:00 pm CST.

Application form:
https://forms.gle/4tBaeqEBczjTEsxA8

There are 5 positions currently open and you do not need any prior experience, just a passion to promote diversity and inclusivity through the arts. You will receive an email from Keerthana Sreenivasan, the Director of PAC to schedule an interview once your application is received.

The AD positions that are open are:

- Committee Relations AD
- Jazz Series AD
- Special events AD
- Student outreach coordinator
- World music AD

Position descriptions for each of the positions can be found below:
Committee Relations Coordinator

Wisconsin Union Directorate Performing Arts Committee

Accountability: Union Council
Report To: Keerthana Sreenivasan, Performing Arts Director
Advisor: Ralph Russo, Theater Director
Commitment: 4-10 hours/week
Term of Office: September 2019 – May 2020
Stipend: $30 (TBD) on Wiscard per month (for 8 months)

General description:
The Performing Arts Committee Associate Director of Committee relations works as a right hand to the director. Any prior experience in PAC is preferred. The committee relation AD will work with the team of ADs and the committee members to enhance their experience with PAC and WUD. Necessary qualities are clear and timely communication, an ability to work in a team, a desire to develop leadership skills, and an interest in connecting the community with the Season events.

Expectations:
- Attend weekly committee meetings and AD meetings, in which all members have the option to present potential season options for the entire committee to discuss
- Work with advisor/director to advance season events
- Regularly operate PAC social media to increase PAC’s presence and the season
- Work with the director to train incoming ADs and help them throughout the year
- Coordinate social events and workshops for the committee to attend to promote educational, social and leadership skills.
- Be part of the artist selection committee for different genres and ensure our goal of diversity and inclusiveness is being programmed for.
- Work with the Director to devise a plan for tabling and promotional material for the committee at org fairs and festivals.
- Create promotional material that spreads the correct narrative of what the PAC team does
- Work hand in hand with the theater marketing team to assist the AD team with marketing briefs and other marketing efforts throughout the year.
- Co-lead committee meetings in absence of director
- Day-of coordination for various season events in the Wisconsin Union Theater as needed

Mandatory Dates:
- WUD Leadership training day: August 29th
- 2019-2020 WUT Season events, exact dates TBD
Jazz Series Coordinator
Wisconsin Union Directorate Performing Arts Committee

Accountability: Union Council
Report To: Keerthana Sreenivasan, Performing Arts Director
Advisor: Ralph Russo, Theater Director
Commitment: 4-10 hours/week, more during month of Jazz Festival: 15 hours/week
Term of Office: September 2019 – June 2020
Stipend: $600 (TBD) and $30 on Wiscard per month (for 8 months)

General Description: The Performing Arts Committee Jazz Associate Director programs, advances, executes, and promotes the Jazz Series of the Wisconsin Union Theater Season. This involves working directly with the advisor and agents to book and plan each artist, working with the Theater and Union staff to execute details and ensure the success of the program, as well as collaborating with other WUD members. Necessary qualities are clear and timely communication, an ability to work in a team, a desire to develop leadership skills, and an interest in jazz. The Jazz AD is responsible for the Isthmus Jazz Series, the Isthmus Jazz Festival, as well as the InDIGenous Jazz Series.

Expectations:
- Attend weekly committee meetings and AD meetings, in which all members have the option to present potential season options for the entire committee to discuss
- Work with advisor/director to advance season events
- Collaborate with Wisconsin Union Theater staff to program 2020-2021 season
- Co-lead committee meetings in absence of director
- Chair Isthmus Jazz Festival Committee
  - Organize and lead meetings
  - Present artistic options to the committee
- Contact and maintain professional communication with agents
- Actively pursue opportunities for diversity and integrity for the Theater season and committee and uphold the goals of the Wisconsin Union Theater, Wisconsin Union Directorate, and the Wisconsin Union
- Day-of coordination for all Jazz Series events, including managing artist schedule and delivering artist services

Mandatory Dates:
- WUD Leadership training day: August 29th
- 2019-2020 WUT Season events, exact dates TBD
Special Events Coordinator
Wisconsin Union Directorate Performing Arts Committee

**Accountability:** Union Council
**Report To:** Keerthana Sreenivasan, Performing Arts Director
**Advisor:** Ralph Russo, Theater Director
**Commitment:** 4-10 hours/week
**Term of Office:** September 2019 – May 2020
**Stipend:** $30 on Wiscard per month (for 8 months)

**General Description:** The Performing Arts Committee Special Events Associate Director programs, advances, executes, and promotes special events of the Wisconsin Union Theater Season. This involves working directly with the advisor and agents to book and plan each artist, working with the Theater and Union staff to execute details and ensure the success of the program, as well as collaborating with other WUD members. Necessary qualities are clear and quick communication, an ability to work in a team, a desire to develop leadership skills, and a general interest in performing arts.

**Expectations:**
- Attend weekly committee meetings and AD meetings, in which all members have the option to present potential season options for the entire committee to discuss
- Work with advisor/director to advance season events
- Collaborate with Wisconsin Union Theater staff to program 2020-2021 season
- Co-lead committee meetings in absence of director
- Contact and maintain professional communication with agents
- Actively pursue opportunities for diversity and integrity for the Theater season and committee and uphold the goals of the Wisconsin Union Theater, Wisconsin Union Directorate, and the Wisconsin Union
- Day-of coordination for special events in the Wisconsin Union Theater Season, including managing artist schedule and delivering artist services

**Mandatory Dates:**
- WUD Leadership training day: August 29th
- First Season show: August 31st (day of show training)
- 2019-2020 WUT Season events, exact dates TBD
Student Outreach Coordinator
Wisconsin Union Directorate Performing Arts Committee

Accountability: Union Council  
Report To: Keerthana Sreenivasan, Performing Arts Director  
Advisor: Ralph Russo, Theater Director and/or Esty Dinur Theater Community Relations  
Commitment: 4-10 hours/week  
Term of Office: September 2019 – May 2020  
Stipend: $30 (TBD) on Wiscard per month (for 8 months)

General Description: The Performing Arts Committee Associate Director of Student Outreach works to coordinate students volunteering with the Theater, partnerships with student organizations, and facilitates co-promotions and collaborations with other non-student organizations. This involves working directly with the advisor, other ADs, Theater and Union staff to plan and execute details and ensure the success of the program. Necessary qualities are clear and timely communication, an ability to work in a team, a desire to develop leadership skills, and an interest in connecting the community with the Season events.

Expectations:
- Attend weekly committee meetings and AD meetings, in which all members have the option to present potential season options for the entire committee to discuss
- Work with advisor/director to advance season events
- Collaborate with the Wisconsin Union Theater marketing and communications team to connect student organizations to relevant upcoming theater events (e.g. working with the School of Music to organize Masterclasses for the Concert Series.)
- Coordinate events that are partnerships/co-promotions with other organizations or WUD committees
- Co-lead committee meetings in absence of director
- Actively pursue opportunities for diversity and integrity for the Theater season and committee and uphold the goals of the Wisconsin Union Theater, Wisconsin Union Directorate, and the Wisconsin Union
- Day-of coordination for various events in the Wisconsin Union Theater Season as needed

Mandatory Dates:
- WUD Leadership training day: August 29th
- 2019-2020 WUT Season events, exact dates TBD
World Music Coordinator
Wisconsin Union Directorate Performing Arts Committee

Accountability: Union Council
Report To: Keerthana Sreenivasan, Performing Arts Director
Advisor: Ralph Russo, Theater Director
Commitment: 4-10 hours/week, more during weeks of events and month leading up to Festival: 15 hours per week
Term of Office: September 2019 – September 2020
Stipend: $900 (TBD) and $30 on Wiscard per month (for 8 months)

General Description: The Performing Arts Committee World Music Associate Director programs, advances, executes, and promotes the World Stage Series of the Wisconsin Union Theater Season. This involves working directly with the advisor and agents to book and plan each artist, working with the Theater and Union staff to execute details and ensure the success of the program, as well as collaborating with other WUD members. Necessary qualities are clear and quick communication, an ability to work in a team, a desire to develop leadership skills, and an interest in global music. The World Music AD is responsible for the Madison World Music Festival and World Stage Events.

Expectations:
- Attend weekly committee meetings and AD meetings, in which all members have the option to present potential season options for the entire committee to discuss
- Work with advisor/director to advance season events
- Be active during summer 2019 on email while advancing shows for the 2019 Madison World Music Festival.
- Run the 2019 Madison World Music Festival with the help of the Director and Theater staff
- Collaborate with Wisconsin Union Theater staff to program 2020-2021 season
- Co-lead committee meetings in absence of director
- Chair World Music Festival Committee
  - Organize and lead meetings
  - Co-Chair Artist Selection Committee for the World Music Festival and present artistic options to the committee
- Contact and maintain professional communication with agents
- Actively pursue opportunities for diversity and integrity for the Theater season and committee and uphold the goals of the Wisconsin Union Theater, Wisconsin Union Directorate, and the Wisconsin Union
- Day-of coordination for all World Stage Series events, including managing artist schedule and delivering artist services

Mandatory Dates:
- WUD Leadership training day: August 29th
- Madison World Music Festival: September 13th and 14th
- 2019-2020 WUT Season events, exact dates TBD