2020 Performing Arts: Classic Music Series Summer Coordinator

The Classic Series Summer Coordinator will work to support and promote a Classic Music Series on the Wisconsin Union Terrace throughout the summer. This involves working directly with the advisor to coordinate each performance in advance and working with the theater and Union staff to plan and execute details and ensure the success of the program. Throughout the planning, execution and evaluation of the overall program, artistic integrity, diversity, and campus outreach and involvement are of primary importance.

1. **Summer Program Duties:**
   - Overall responsibility for implementing the Summer Classic Music Series on Sunday afternoons throughout the summer.
   - Responsible for covering the events from start to finish on Sunday afternoons.
   - Maintain professional communication with agents, performers, and patrons.
   - Participate in the Wisconsin Union Directorate spring and summer training program.
   - Meet weekly with a Program Advisor.
   - Hold weekly office hours.
   - Actively pursue cultural diversity and integrity within the Wisconsin Union Directorate, its programs, and committees.
   - Ensure that all program sponsors are recognized at each event via pre-event announcements.
   - Coordinate set-up and equipment requirements and communicating the appropriate information to Theater Staff, Central Event Services Office, building/event managers and Dining Services.
   - Promote summer series through both print (flyers and posters) and online (Union website and social media) publicity.
   - Create program goals, collect data to evaluate program success, write and submit an end of summer wrap up report.
   - Participate in the final summer meeting to analyze program resources and evaluate the overall program; provide revision suggestions for the future summer position descriptions.
   - 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**
Expectation 5 – 10 hours/week
Applicants need to be available some weekdays and on Sunday afternoons May 29, 2018 – August 24, 2018.
Applicants must specifically be available: June 7, June 21, July 5, July 19 and August 2.

**Remuneration**
$800
$50/month on Wiscard June, July, and August
Last updated: 12-10-19