



Wisconsin Union
Experiences for a lifetime

2022 Film Summer Coordinator: Lakeside Cinema

The Film Committee is responsible for researching, planning, coordinating, publicizing and managing the weekly Lakeside Cinema summer film series, appropriate for the summer Terrace audience. The Committee serves as a learning experience for its members and is dedicated to the presentation of diverse, educational, and entertaining programming on campus for the University community. In addition, the Film Committee may offer other special events, free campus "sneak previews" of major studio releases, and a variety of other film programs. 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. Manage and oversee Lakeside Cinema summer film program, which consists of a 15 week Monday series of films and a five date Sunday series of films. Duties include: hosting weekly films, preparing weekly slideshows/summer trailers, representing WUD Film at each pre-event weather call, and working with sponsors to create/present promotional events (i.e. trivia contests) before screenings.
3. Hold a minimum of 5 weekly office hours. Meet with program advisor on a regular basis.
4. Actively pursue cultural diversity and integrity within Wisconsin Union Directorate, its programs and committees.
5. Coordinate logistics, projection, and equipment needs with the Union Facilities staff and the Campus Events Services Office. Assist with basic screen setup and teardown for each screening.
6. Work with Marketing to design the summer promotional campaign at the end of the spring semester, promote summer and fall programs through print (flyers and posters) and online (websites and social media) publicity and making sure that MU and US are stocked with promotional material.
7. Work with the incoming Director to coordinate logistics for the Union South Sunburst Festival and Sunset Slam.
8. Provide information and resources to other groups looking to screen films and occasionally assist in facilitating these programs through co-sponsorships.
9. Complete weekly program evaluations; handle print/DVD shipping; and update program files, documents, and spreadsheets.
10. Ensure program sponsors are recognized at each event via pre-event announcements.
11. Attend Film Committee meetings in April and May and meet with the outgoing and incoming Film Directors, Associate Directors, and advisor.
12. Maintain regular communication with the Film Committee via online channels of communication including email and Facebook groups. Keep them posted on the summer program's progress as well as opportunities for their involvement.
13. Establish a working relationship with Union units such as Dining Services, Marketing, Campus Events Services Office, and Facilities Management (including Building Managers and Sound & Light Techs).
14. Schedule and attend turnover meetings with the outgoing Directors and ADs in the spring and with the incoming Director and ADs in the late summer.

Term of Office

May 16- September 6

Summer: 10 - 15 hours/week

Applicants must be available for the 15 Mondays between May 30 - September 5, and Sundays June 12, June 26, July 10, July 24 and August 7.

Remuneration \$1272

\$50/month on Wiscard June, July, and August

Last updated: 12-10-19