



Wisconsin Union
Experiences for a lifetime

2022 Special Event Coordinators (4)

This team of four individuals are responsible for planning, coordinating, publicizing and managing special events over the summer. This summer programming experience serves as a learning opportunity and is dedicated to the presentation of diverse, educational, and entertaining programming on campus for the University community. Special events include summer serenades, a classic music series; local Madison area trips; Wheelhouse Studios collaborations; game nights and related events; and other creative ideas for the Wisconsin Union Terrace guests and the summer UW-Madison student community.

We are seeking students that will actively pursue cultural diversity and integrity within the Wisconsin Union Directorate, its programs, and committees. Through these pursuits, students should also establish a positive working relationship with Union units such as Dining Services, Marketing, Campus Events Services Office and Facilities Management, Wheelhouse Studios, Outdoor UW, and the Theater.

Summer Program Duties

Coordinating

1. Coordinating set-up and equipment requirements and communicating the appropriate information to Central Event Services Office, building/event managers and Dining Services.
2. Assisting in the planning of Wisconsin Welcome events, as needed.
3. Consulting with the Summer Film coordinator and Music interns for collaborative programming ideas.
4. Creating program goals, collecting data to evaluate program success, writing and submitting an end of summer wrap up report.

Managing

1. Overall responsibility for implementing a Summer Programming Series which includes summer serenades, a classic music series; local Madison area trips; Wheelhouse Studios collaborations; game nights and related events; and other creative ideas.
5. Responsible for covering programming events from start to finish some weekdays and weekends.
6. Meeting weekly with a Program Advisor and summer program team.
7. Holding weekly office hours.
8. Assisting with day of event support for the summer Jazz Festival, Film Festivals and Wisconsin Welcome events.

Publicizing

1. Promoting summer series through both print (flyers and posters) and online (Union website and social media) publicity.
2. Ensuring that all program sponsors are recognized at each event via pre-event announcements.

Term of Office

Applicants need to be available some weekdays and weekends between May 30 - September 6.
Flexible schedule and time commitment; typically, 6 - 8 hours over the week; 2 -3 hours per weekend.

Remuneration

\$1272

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