



Wisconsin Union
D I R E C T O R A T E

Performing Arts Committee (PAC) Director

Overview

- This position is a volunteer, leadership position with the Wisconsin Union Directorate, student programming board.
- Each committee of the Wisconsin Union Directorate is committed to amplifying the voices of underrepresented communities through thoughtful and deliberate programming that targets societal issues. WUD leaders have an obligation to use the privilege of our organization and the power of our positions to continually educate ourselves and provide the same opportunities to our communities.
- Successful applicants for WUD Leadership positions will communicate a commitment to social justice during the interview process and, upon selection, commit to continually highlighting inequalities due to racial, environmental, societal, and any other type of discrimination that our campus, country, and global communities face through their committee processes and programming efforts.
- Given the significant time commitment of WUD Committee Director positions (20 – 25 hours, weekly), a stipend is provided to increase the likelihood these volunteer leadership positions are accessible to all students. An academic stipend includes 60% of yearly in-state tuition based on the prior year will be distributed at the beginning of each semester. Additionally, \$50/month is provided for 8 months in gratitude for each students' service, as is Lifetime Union Membership upon completion of their terms.
- WUD Committee Director Positions run May – May yearly and include one mandatory, two-day training in August.

Performing Arts Committee's Purpose

The Performing Arts Committee and its Director plan, promote, and present programs in partnership with the Wisconsin Union Theater staff. Specifically, the Performing Arts Committee Director, in partnership with the Wisconsin Union Theater Director who also serves as the Committee's Advisor, manages the implementation of the current Theater season, and oversees the selection process for the following year's Theater season. Programs should be of cultural interest to the UW campus and the community at large. In some cases, the Committee will partner with outside organizations or groups (co-sponsors) to produce the Theater's events. In addition, the WUD PAC Director represents the Wisconsin Union and Wisconsin Union Theater to artists, managers, and talent agencies.

PAC Director Responsibilities

- Chair committee meetings and foster a comfortable, friendly, and open environment for all committee members.
- Appoint Associate Directors for the term of office and train them to advance and manage events.
- Recruit a diverse team of ADs and general members that includes a variety of identities and backgrounds needed to inform diverse programming at the Union Theater. The Associate Director team should have representation from BIPOC, LGBTQ+, and other historically oppressed communities.
- Hold general office hours and be responsive to communication from committee members, the advisor, and artists/managers.
- Establish regular meetings with Associate Directors to ensure that all programs and advancing responsibilities (hospitality, etc.) are successfully implemented.
- Step into advancing and managing roles if Associate Directors are unable.

- Work with the Theater Director and other Union Theater staff to become familiar with contracts, booking, budgeting, and general theater operations.
- Establish programmatic goals with committee members that align with the Union Theater's vision and priorities as stated by the Union Theater Director and integrate these goals in programming the Theater season.
- Solicit ideas, input, and opinions from both the committee and external sources (co-sponsors, University departments, etc.) to inform programming pursuits and decisions.
- Work with Marketing and Communications teams to promote the current season and develop initiatives to increase student awareness of and attendance at season events.
- Write and submit grant requests if requesting funding from an outside organization such as Wisconsin Union Directorate, ASM, or the Wisconsin Union Association.
- Actively pursue all forms of diversity and integrity for the Theater season and committee and uphold the goals of the WUT, Wisconsin Union Directorate, and the Wisconsin Union.
Provide oversight of the WUD PAC budget which includes providing budget projections and tracking expenses throughout the year.
- Assist WUT Theater Director in proposing Theater's Internal Show) budget to Union Council for the next season year.
- Attend select Theater Staff meetings.
- Attend and actively participate in the Madison World Music Festival, Madison Jazz Festival, Black Arts Matter Festival, , and Marcia Légere Student Playwriting Festival planning and events or delegate Associate Directors to participate in one of the committees.
- Ensure Season provides a wide breadth of inclusive programming to reach Union members, students, and campus/community.
- Support student organizations in WUT spaces and encourage them to gain arts business skills through the process.
- Attend majority Season events to connect with patrons and PAC members leading the show
- Additional Relationships fostered:
 - ASM Leadership Various RSOs
 - International Studies Department
 - UW Dance, Music, and Theater Departments
 - Office of Multicultural Initiatives
 - The Studio and First Wave
 - Multicultural Student Center
 - Other WUD Committees
 - Other Departments and community partners related to Season Events or WUD PAC Community Performance Showcase

PAC Director General WUD Responsibilities

- Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required.
- Serve on a Union Council Advisory Board.
- Participate in annual WUD Fall Retreat (3 days in mid-August), facilitate AD training, and participate in additional leadership training as mandated by the officer team.
- Increase campus presence by actively pursuing co-sponsorships within WUD and throughout campus.
- Promote Directorate committees and the organization at student fairs and other recruitment opportunities.
- Actively communicate with Union officers about needs and goals of the committee.
- Create a binder or electronic file of information for the incoming director to understand the intricacies of running the Performing Arts Committee. Ensure that all digital materials are stored on the Union's share drive.

Last Updated: November 2021