Marketing | Head of Engagement

If you have any questions or concerns feel free to reach out
Art Director: Natalia Lugovskaya
lugovskaya@wisc.com

The Wisconsin Union Directorate Art Committee is dedicated to bringing novel exhibitions to the Wisconsin Union and making visual arts more accessible to the Madison community. We are student-run, and manage every aspect of the exhibitions: from contacting the artists to the installation of the exhibits, and from marketing our shows to the planning of complementary events. By joining the Art Committee, you will receive hands-on experiences in a professional gallery setting while still having the support of your peers and professional Union staff. We believe that art is for everyone and we hope you will help us achieve our vision.

Due to the current situation, we are recruiting students for two essential positions. You can apply for both. You are not expected to have the practical skills needed for your positions, if accepted you will go through training. Additionally, you will have the ongoing support of the rest of the committee, the Committee Advisor, and Union Staff.

General Committee Member Expectations:
- Attend our weekly meetings and contribute your ideas
- Assist in maintaining the galleries, programming, and marketing
- Come as you are and be ready to challenge yourself and your peers while learning
- Have fun!

General AD Expectations:
- Foster a friendly and welcoming atmosphere within the community so that all members feel that they have a space on campus
- Involve committee members in their duties and in running of the galleries. A portion of this inclusion will be peer-to-peer training
- Come to all committee meetings, AD meetings, opening receptions, and events (specific times will be distributed once the team is filled)
  - However, we are all human, we get sick, fall behind on assignments, have personal matters that need attending, or any number of personal constraints. Please notify me in advance if you cannot attend any given event
- Hold 2 office hours each week to complete that week’s tasks
Possible tasks include but are not limited to: gallery walkthroughs and maintenance, correspondence with artists and collaborators, meetings with advisor/team members/union staff

- Commit 10-15 hours per week depending on the position and week
- Communicate with the Director, Advisor, and the Committee
- Pursue cultural diversity and integrity within WUD, its programs, and committees
- Have fun!

Position Description:

- Head of Engagement is in charge of promoting the committee and building relationships with other campus and community groups. They maintain the committee’s social media and campus presence, while engaging and expanding our audience.

Duties:

- Create and develop professional relationships with the campus community, art spaces in the area, and other WUD Committees
- Develop, execute, and manage all visual content—which includes but is not limited to photography, video, print, and digital design
- Bring the latest practices, trends, ideas, and innovations across platforms
- Engage committee members in the marketing process

This positions is ideal for someone who is:

- Adaptable
- Computer and social media literate
- Dependable and goal-oriented
- Comfortable working independently and on a team

Position Term*

May 1, 2020 – April 30, 2021
*Involvement from May 1 – August 1 can be optional

Remuneration

$30/month on WisCard (8 months)
Install | Head Preparator

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Position Description:
- Handle the artists and the art from before they load in and until they load out. The preparator is in charge of communicating with the artists, the installation of artworks in all galleries, and the maintenance of our spaces.

Duties:
- Packing, installation, de-installation, condition reports, wall repair, and lighting of works in the gallery
- Coordinate logistics with artists
- Help other members learn installation techniques
- Maintain records of installations, conditions of pieces, tools, and materials
- Duties subject to change due to the current situation

This position is ideal for someone who is:
- Reliable
- Detail-oriented
- Comfortable working independently and on a team
- Adaptable - enjoys doing work that requires shifts in direction
- Comfortable with heights, tools, and heavy objects

Position Term*
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