Art Committee Director

The Art Committee is dedicated to the advancement of visual art in the campus community. Bringing inventive and challenging exhibitions to campus in the Wisconsin Union Galleries, (Class of 1925 Gallery and the Main Gallery in Memorial Union, and Gallery 1308 in Union South), the student-run committee develops every aspect of the exhibition from selection to publicity to installation, and in the process promoting leadership among its members. The committee encourages students and the community to participate with active and diverse dialogue by providing supplemental educational programming. Annually, the committee presents and curates approximately 20 exhibitions, including the annual Student Art Show, individual and group shows, and nationally touring exhibitions. The committee director works in partnership with the program advisor.

**Director Duties:**

- Chair weekly committee meeting, leadership team meeting, and hold general office hours (typically 10 per week).
- Work with and train committee members on all aspects of implementing the exhibitions including: budgeting, corresponding with artists, installing the artwork, and marketing the exhibition.
- Direct the committee in selecting and contracting of the current and following academic year exhibitions, including summer.
- Work with the committee to establish goals and procedures for programming as well as develop, communicate, and hold committee to vision and mission of programs.
- Provide overall direction for content and promotion of WUD Art’s programming to offer a presentation of diverse, innovative and quality art exhibitions.
- Appoint the Associate Directors for your term of office.
- Appoint committee members to research and coordinate art related activities and special exhibitions, such as artist retrospectives.
- Foster a comfortable, friendly, and open environment for all committee members.
- Set an example of leadership for committee members and encourage committee members to pursue leadership opportunities.
- Help maintain communication between Advisor, Associate Directors, committee members and other Union Representatives (such as Marketing and Campus Event Services) regarding art programs.
Establish a relationship with Union Marketing staff, as well as with local media, to ensure the Art Committee is adequately promoting all programs.

Develop, working with the advisor, an understanding of the Wisconsin Union's art program including the permanent art collection.

Follow policies and procedures of the Wisconsin Union, Directorate, and Art Committee.

Familiarize yourself with the facilities, tools, installation procedures, and risk management practices in the Wisconsin Union Galleries.

Develop, promote, and cultivate new and innovative projects, technologies and programs, including collaboration with Wheelhouse Studios and other campus and community partners.

Organize benchmarking trips that build committee skill and knowledge.

Encourage committee members to become informed about and involved with art related activities in the community.

Create an adequate binder or electronic file of information for the incoming director and/or summer coordinator to understand the intricacies of running the Art Committee. Ensure that all digital materials are stored on the Union’s shared drive or committee Google drive.

Complete all program plans for the upcoming summer leaving only the implementation and evaluation to the summer coordinator.

Ensure incoming Art Committee Director has sufficient knowledge in gallery practices i.e., installation and exhibition practices, and Wisconsin Union Facilities.

**Responsibilities to Directorate:**

- 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 trainings as mandated by the officer team
- Actively communicate with Union officers about needs and goals of committee.
- Increase campus presence by actively pursuing co-sponsorships within WUD and throughout the campus community.
- Promote Directorate committees and the organization at student fairs and other recruitment opportunities.

**Additional relationships fostered:**

- Art Department
- Art History Department
- Campus arts organizations
- Communication Arts Department
- Community Art Organizations
- Design Studies Department
• Local Galleries and Museums
• Local & regional arts media
• Local art communities (the Bubblers, Art + Lit Lab, Madison Community Discourse, etc.)
• Wheelhouse Co-Directors & Staff

Term of Office May – May, with active participation in trainings before term begins Academic Year: 20-25 hours/week

Remuneration
• Academic Stipend - 60% of yearly tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14)
• $50/month - Wiscard Amount (8 months)
• Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 11/11/2018