WUD Art AD Application Info

Overview
The Wisconsin Union Directorate Art Committee is dedicated to bringing novel and challenging exhibitions to the Wisconsin Union and advancing visual arts in the Madison Community. We are student-run, and manage every aspect of the exhibitions in the Wisconsin Union Galleries. By participating in the Art Committee, you will receive valuable, hands-on experiences in a professional gallery setting. Art is for anyone, art is for everyone. Come be part of the art.

Deadline:
Monday, April 22nd, by 10 pm

Contact Info:
If there are any questions, feel free to contact the Art Director, Lily Miller by email, lemiller6@wisc.edu.

General Committee Member Duties
● Attend weekly meetings (Mondays 7-8 pm) to contribute opinions and foster a welcoming and inclusive environment
● Assist the committee in maintaining the galleries, programming, and remaining relevant
● Come as you are, ready to learn, teach, question, and participate as you are able.

General AD Expectations
● All ADs are expected to foster a family-atmosphere within the community so that all members feel that they have a home and a space on campus.
● ADs are tasked with involving general committee members in their duties and in the committee. A portion of this inclusion will be peer-to-peer teaching/training wherein ADs transfer their skills to members with the support of the advisor.
● ADs are expected to come to all committee meetings (Mondays 7-8pm), AD meetings, opening receptions, and events. (Specific dates and times will be distributed once the team is filled)
  ○ However, we are human, we get sick, fall behind on assignments, have family and/or other personal matters, etc., so I request that I be notified in advance, at least 72 hours prior, within 24 hours/ASAP for more sudden occurrences.
● ADs should aim to have at least 3 scheduled office hours each week
● ADs should expect to commit 10-15 hours per week depending on the position and week.
● Maintain communication with the Director, Committee Advisor, other ADs and the committee
● Actively pursue cultural diversity and integrity within Wisconsin Union Directorate, its programs and committees.
**AD Positions (5)**
All AD Positions have their own individual google forms to fill out. People can apply for more than one position.

**Preparator (2 positions available)**
(https://forms.gle/XpHToPdiFgJFocyS6)

*Position Description:*
The Preparators handle the artists and the art from before they load in and until they load out. They are in charge of the gallery experience, installation, maintenance, and co-facilitate communication with artists.

**Duties:**

- Curate and physically install exhibitions for all 3 galleries
  - Configure the layout of the show
  - Prep the gallery walls
    - Cleaning, Sanding, Spackling, Painting
  - Light the gallery
  - Apply the lettering to the gallery
  - Prepare and affix labels and artist statements
- Maintain the galleries
  - Maintaining walls, lights, gallery closets, and floors at all times.
  - Regular walk throughs
- Coordinate logistics with artists
  - Getting all insurance and install information
  - Scheduling load in and load out times and installation times and tasks
- Leading and teaching members installation techniques with support from the advisor and director
  - Ie, during an install the Preparator will be able to teach fellow members skills such as wall math, spackling, lighting, etc.
- Maintain records
  - Of install process and condition of pieces
  - Of inventory in the gallery closets
  - Of issues that arise with facilities

**Skills Needed:**
- Detail Oriented
- Flexible
Head of Public Relations
(https://forms.gle/WQURha75Mk92cS2g6)

*Position Description:*
Head of PR is in charge of promoting the committee, exhibitions, galleries, and events. They maintain the logistics of sending out press releases, updating events pages, connecting with campus and community to further promote WUD Art, and finally working on an adaptive marketing strategy for the committee. This position works closely with the Head of Graphic Design and Social Media.

*Duties:*
- Updates website with Event information
  - Contacts artists for Artist statement
  - Works with HGD&SM for graphics
- Manages email lists
- Writes press releases tailored to contacts
- Connects with campus arts groups, faculty, and galleries in the area
- Engages in constant evaluation and querying of the program, committee engagement, patron engagement, and wider community engagement.
  - Surveys online
  - Questionnaires in galleries and after events

*Skills Needed:*
- Time management
- Comfortable with email
- Confident writer
- Inquisitive
- Interpersonal Communication
- Must be able to work individually and on a team

Head of Graphic Design and Social Media
**Position Description:**

Head of GD and SM is in charge of creating all graphic design needs of the committee and managing all social media platforms on a regular basis. Additionally, they will help the Head of PR by searching for new marketing leads. These two positions work closely together. Finally, this position will actively work towards retaining and engaging the membership.

**Duties:**

- Create graphic designs for all...
  - Gallery exhibitions
  - Events
  - Promotional Materials (buttons, slideshows for presentations, etc.,)
  - Social Media Banners
    - Ranging in size and form
- Managing all social media platforms and evaluating their effectiveness and purpose
  - Facebook
  - Twitter
  - Instagram
  - Snapchat?
- Constant engagement and promotion via social media
- Search for new marketing leads and avenues with Head of PR
- Work closely on membership retainment and engagement
  - IE. making sure that members feel like their time spent with us is well spent, thinking of ways to keep membership engaged
  - Be a mouthpiece on the needs of the group that might not be readily apparent

**Skills Needed:**

- Proficient/Comfortable with Adobe Creative Cloud
  - Particularly InDesign and Photoshop
- Knowledgeable on Social Media Platforms
- Active on Social Media Platforms
- Comfortable with extroversion/engaging with groups
- Accepts constructive criticism
- Dependable/ good with time management
- Interpersonal Communication
- Must be able to work individually and on a team
Head of Education, Engagement, and Events
(https://forms.gle/VM8nfVCqj8w7k4km7)

Position Description:
The Head of Education, Engagement, and Events works to mobilize events and programs that
the committee hosts or co-hosts. This position aims to create a balance of educational
programming, social programming, and familial programming -- all programs that advance art to
the campus and wider community. This position is especially relevant with being a conduit with
the new proximity to Wheelhouse and in our “Year of the Environment” partnership with The
Nelson Institute.

Duties:
- Coordinates members on creating programming
  - Works on the logistics and direction, letting committee explore within our bounds
    and offers leeway for them to push those boundaries too.
- Above all else, is in charge of managing submissions to
  - Student Art Show
  - 20'-21' Exhibition Cycle
- Help the committee create social, familial, and educational exchanges around art
  - Maintain a balance of these and guide the committee to participate in a variety of
    programming
- Attempts to be as up to date on other gallery exhibitions so that the committee can
  engage in and support other art on campus and in the immediate community

Skills Needed:
- Comfortable delegating tasks while not being overbearing
- Google Slides proficiency
- Thinks logistically and holistically
- Event planning experience (in some capacity)
- Works well within a budget restraint
- Interpersonal Communication
- Must be able to work individually and on a team