The Distinguished Lecture Series Committee (DLS) is dedicated to broadening the educational experience of UW-Madison students and community. By inviting influential people to campus, the student-run committee manages every aspect of bringing those speakers from booking to marketing, while also promoting leadership among all of its members. The committee encourages students and the community to participate with active and diverse dialogue by providing supplemental educational programming. The Associate Director (AD) positions work in partnership with the DLS Director, Advisor, and the other ADs.

**Associate Director of Marketing & Outreach**
The Marketing & Outreach position oversees and executes all related marketing materials and branding for the committee and its events.

**General Duties of All Associate Directors**
- Anticipated time commitment of 10 hours per week during academic year, including meetings
- Attend weekly DLS Committee meetings (TBD) and weekly AD Meetings (TBD upon selection of leadership team); meet with DLS Advisor twice per semester
- Attend Directorate trainings, including Fall Associate Director Trainings on Aug 27
- Promote DLS at Sunburst Festival (Aug 30), Sunset Slam (Aug 31), the student org fairs (Fall-Sep 9 & 10, Spring-TBD), and other recruitment opportunities
- Work with DLS committee to establish goals and procedures for programming as well as develop, communicate, and hold the committee to vision and mission of programs
- Work with DLS Leadership team to create and facilitate events, educating the committee on responsible program planning, promotion, and implementation
- Foster a comfortable, friendly, and open environment within the committee, where all members are able to share and discuss their thoughts and disagree in a civil manner
- Assist in running DLS committee meetings, organizing main-series lectures, and other committee functions

**Marketing Duties**
- Work with the Wisconsin Union Marketing Department, Wisconsin Union Communications Director, and WUD Vice President of External Relations to create marketing materials and promote lectures on campus and in the community
- Ensure posters, flyers, and other physical promotional materials for DLS are made and distributed
- Manage the DLS event webpage and social media accounts, including Facebook, Twitter, and Instagram, to provide an outlet for our audience to engage with us
- Recruit DLS Committee members to a subcommittee to aid in marketing efforts

**Position Term***
May 1, 2020 – April 30, 2021
*Involvement from May 1 – August 1 can be optional*
Remuneration
$30/month on WisCard (8 months)
The Distinguished Lecture Series Committee (DLS) is dedicated to broadening the educational experience of UW-Madison students and community. By inviting influential people to campus, the student-run committee manages every aspect of bringing those speakers from booking to marketing, while also promoting leadership among all of its members. The committee encourages students and the community to participate with active and diverse dialogue by providing supplemental educational programming. The Associate Director (AD) positions work in partnership with the DLS Director, Advisor, and the other ADs.

**Associate Director of Member Development**

The Member Development position works closely with all members, but has a focus on supporting those who serve as Lecture Leads.

**General Duties of All Associate Directors**

- Anticipated time commitment of 10 hours per week during academic year, including meetings
- Attend weekly DLS Committee meetings (*TBD*) and weekly AD Meetings (*TBD upon selection of leadership team*); meet with DLS Advisor twice per semester
- Attend Directorate trainings, including Fall Associate Director Trainings on Aug 27
- Promote DLS at Sunburst Festival (Aug 30), Sunset Slam (Aug 31), the student org fairs (Fall-Sep 9 & 10, Spring-*TBD*), and other recruitment opportunities
- Work with DLS committee to establish goals and procedures for programming as well as develop, communicate, and hold the committee to vision and mission of programs
- Work with DLS Leadership team to create and facilitate events, educating the committee on responsible program planning, promotion, and implementation
- Foster a comfortable, friendly, and open environment within the committee, where all members are able to share and discuss their thoughts and disagree in a civil manner
- Assist in running DLS committee meetings, organizing main-series lectures, and other committee functions

**Member Development Duties**

- Oversee the Lecture Lead program, a leadership opportunity for committee members to research and engage with an individual speaker and serve as the primary point of contact for the lecture
- Create and implement opportunities for members to be more actively involved with DLS and build a sense of community
- Make strategies and set goals for committee membership retention
- Ensure information about speakers and their event details are relayed to the AD of Marketing & Outreach

**Position Term**

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

**Remuneration**

$30/month on WisCard (8 months)