Distinguished Lecture Series Committee Director

The Distinguished Lecture Series is charged with a mission to present a diversity of viewpoints from highly respected, prominent people who will both stimulate discussion and challenge current ideals and values. It should be the job of the DLS Director to create a truly diverse series of topics and ideas with speakers from different racial, cultural and ethnic, and gender backgrounds. The DLS Director is responsible for coordinating and delegating every aspect of this series, in concert with the committee. Additionally, there is a large summer commitment involved in pursuing and booking speakers. Moreover, the Director should stimulate committee volunteers to coordinate individual lectures, take the lead on publicity, and seek co-sponsorships with other WUD committees, academic departments, and student organizations throughout campus. In addition to coordinating diverse programming, the Director must work to encourage involvement and develop leadership potential of committee members.

**Director Duties:**

1. Attend weekly meetings with DLS advisor, the leadership team, and have general office hours.
2. Chair the weekly DLS committee meetings.
3. Coordinate all promotions, dinners, receptions, and other logistical details for each lecture.
4. Work with Associate Directors and committee members to create series events (Spotlight Series, Coffee with TED, Wisconsin Festival of Ideas).
5. Oversee marketing and branding for the committee and all DLS sponsored events.
6. Submit offers, negotiate with agents, and edit contracts for upcoming year’s speakers.
7. Oversee an ongoing nominations process for the following year’s speakers.

**Additional Responsibilities:**

- Actively pursue co-sponsorships within WUD and throughout the campus and local community.
- Delegate responsibility to committee members for individual lectures, co-sponsorships, series events, and promotions.
- Program around each individual lecture as issues arise (examples include: additional lectures, discussions, films, or panels).
- Attend weekly Wisconsin Union Directorate meetings.
- Serve on a Union Council committee.
- Maintain committee records through a scrapbook and/or video/audio library of DLS lectures when permitted by speaker.
- Work with the Marketing Department to promote each lecture and the series as a whole.
- Work with the committee to set goals and procedures for the year.
- Create an adequate binder of information for the incoming Director to understand the intricacies of running the DLS Committee.
- Plan and facilitate the Wisconsin Festival of Ideas in coordination with committee members

**Term of Office**
- May - May
- Academic Year: 20-25 hours weekly

**Remuneration**
- 60% of yearly tuition based on previous year (Benefits Policy PL3-14)
- $50/month – Wiscard Amount (8 months)
- Lifetime Union Membership

Last updated: 12/21/2015