Film Committee Director

The Wisconsin Union Directorate Film Committee is dedicated to bringing a diverse, innovative, and exciting lineup of movies to the University of Wisconsin – Madison campus and surrounding community. The committee also serves as a professional development experience for its members to explore aspects of film production, distribution, and exhibition industries. The Film Committee researches, plans, coordinates, publicizes and manages over 300 film screenings and special events in the Marquee Theater - films shown include major studio, documentary, art house, experimental, international, and late night cult classics. Additionally, the Film Committee programs Lakeside Cinema each summer, an outdoor film series on the Memorial Union Terrace. WUD Film provides campus with free "sneak previews" of new releases, collaborates with UW Cinematheque on Marquee Mondays, and assists Wisconsin Film Festival with programming suggestions and venue volunteers. The committee director works in partnership with a program advisor.

Director Duties:

- Chair weekly committee meeting, leadership team meeting, and hold general office hours (10 per week).
- Appoint the Associate Directors for your term of office.
- Educate committee members to ensure responsible programming. Acquaint committee members with resources and encourage them to utilize these materials in order to strengthen the Union’s total film program and ensure continued development and future support for WUD Film.
- Help maintain communication between Advisor, Associate Directors, committee members and other Union Representatives (such as Dining Services, Marketing and Campus Event Services) regarding the film programs.
- Provide overall direction for content and promotion of WUD Film’s programming to offer a presentation of diverse, innovative and quality film exhibition.
- Oversee weekly film screenings.
- Follow policies and procedures of the Wisconsin Union, Directorate, and Film Committee.
- Ensure Film Committee is adequately promoting all programs, establishing relationships with Union marketing, communications, and local media.
- With assistance from advisor, develop a thorough understanding of the college/non theatrical/independent film distribution networks and commercial film industry.
- Work closely with the summer coordinator to organize a successful summer film series, and ensure they have the resources to implement, market and evaluate this plan.
- Work collaboratively with committee members, campus departments and RSOs to coordinate, publicize, and host special film events.
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 subcommittee.
- 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.
- Continue development and review of the Film Director transition materials as a mechanism for passing information to the incoming director which is relevant to the long-term policies, procedures, and mission of the committee. Ensure that all digital materials are stored on the Union’s share drive.

Additional Relationships Fostered

- LGBTCC
- Multicultural Student Center
- Wisconsin Film Festival
- WUD Film alum
- Entertainment industry professionals
- Communication Arts Department
- Center for Leadership and Involvement
- UW Cinematheque
- Polish Film Festival
- Wisconsin Science Festival

Term of Office

May — May, with active participation in trainings before term begins
Academic Year: 20 - 25 hours per week

Remuneration

- Academic Stipend - 60% of yearly tuition based on previous year, less withholding tax, distributed monthly (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: 11/30/16