FILM ASSOCIATE DIRECTOR
Alternative
Wisconsin Union Directorate

Accountability: Union Council
Report To: WUD Film Director
Commitment: Average 8-12 hours weekly
Term of Office: May 2019 – May 2020
Monetary Compensation: $30/month Wiscard stipend

General Description: The Film Committee is dedicated to the presentation of diverse, challenging programming as well as educational and entertaining films to the University of Wisconsin campus community. The committee also serves as a learning experience for its members regarding the film industry, local film opportunities and leadership roles. The Film Committee researches, plans, coordinates, publicizes and manages up to seven nights of programming a week in the Marquee. The Film Committee also programs an outdoor blockbuster film series during the summer semester. In addition, the Film Committee may offer other special film events, free campus “sneak previews” of major studio releases, the Wisconsin Film Festival, special film series and a variety of other film programs.

Alternative Associate Director Duties:

1. Continually search for challenging, out of the box film programming in the genres of foreign, independent, documentary, and beyond.
2. Attend mandatory weekly Film Committee Leadership Team and Film Committee meetings and hold general office hours.
3. Facilitate and oversee a weekly Alternative subcommittee meeting. In addition, you must provide programming assistance to the Festival Coordinator if needed/asked.
4. Input film titles and information to the Union website. Go through Union website training to do the same.
5. Reach out to distributors/filmmakers in an effort to bring Alternative “sneaks” to the Marquee.
6. Administer Alternative series’ films with a comprehensive understanding of fiscal responsibility. Provide overall direction for content and promotion of the Alternative program, with assistance from committee members. Offer a presentation of diversity, innovation and quality in film exhibition.
7. Involve committee members in programming decisions through training of programming techniques, sharing resources, and delegating tasks. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution to ensure future support for WUD Film.
8. Develop, with the advisor, a thorough understanding of film distribution networks.
9. Update content on a team spreadsheet that is used by the assistant director team in order to properly market the content that is being provided to the community. Additionally, assist the Marketing Associate Director by filling out publicity forms for each alternative film as well as Facebook events at least 2 weeks in advance, including short descriptions and marketing materials.
10. Execute program planning process adequately each week by booking appropriate films, completing all requested paperwork, marketing each screening effectively and thoroughly evaluating each program with an open mind to react with necessary changes.
11. Update and improve binder of detailed program information and training materials for next year’s associate director.
12. Make a commitment to regular WUD Film Committee duties, including flyering and hosting.
13. Actively participate in planning and promoting WUD Film and WUD-wide events as a whole beyond individual series responsibilities.
14. Communication: keep the online Google document updated; discuss any issues or ideas with the Director or Advisor.
15. As an Associate Director, you are encouraged to coordinate with the WUD Film Director to organize one committee-wide friendship event throughout the 2019-2020 academic year.
Additional Responsibilities of an Associate Director:

1. Film Committee Director may exercise option to create a more detailed list of responsibilities for Associate Directors, if deemed necessary.
2. Maintain regular communication among Director, other Associate Directors, Coordinators, Advisor and committee members regarding your areas of responsibility.
3. Have a willing attitude to go above and beyond general duties assigned to Associate Directors when necessary.
4. Maintain a positive attitude toward larger Wisconsin Union Directorate and Wisconsin Union issues and policies.
5. Actively plan additional special events and seek out co-sponsorships beyond regularly scheduled programs.
FILM ASSOCIATE DIRECTOR
Audio/Visual
Wisconsin Union Directorate

Accountability: Union Council
Report To: WUD Film Director

Commitment: Average 8-12 hours weekly
Term of Office: May 2019 – May 2020

Monthly Compensation: $30/month Wiscard stipend

General Description: The Film Committee is dedicated to the presentation of diverse, challenging programming as well as educational and entertaining films to the University of Wisconsin campus community. The committee also serves as a learning experience for its members regarding the film industry, local film opportunities and leadership roles. The Film Committee researches, plans, coordinates, publicizes and manages up to seven nights of programming a week in the Marquee. The Film Committee also programs an outdoor blockbuster film series during the summer semester. In addition, the Film Committee may offer other special film events, free campus “sneak previews” of major studio releases, the Wisconsin Film Festival, special film series and a variety of other film programs.

Associate Director Duties:

1. Help promote WUD Film’s programming by creating unique trailers for all of our films, whether by adding WUD Film info to professional pieces, cutting pre-existing trailers together into a single super cut for each weekend’s programming, or shooting and editing original pieces with the assistance/participation of committee members.

2. With the input of programmers, strategically decide which trailers to play before which films. Relay these decisions to the projectionists in order to ensure we’re promoting your trailers as much as we can.

3. Coordinate in-Marquee music playlists using WUD Film’s Spotify account. Discuss with the projectionist team the playing of music prior to screenings.

4. Coordinate with the Marketing Associate Director to help promote your trailers via social media, WUD Film’s YouTube channel, and the WUD Film website.

5. Facilitate and oversee a Marketing/Design/AV subcommittee meeting with the Marketing Associate Director and Design Associate Director on a discussed need only basis.

6. Attend mandatory weekly Film Committee Leadership Team and Film Committee meetings.

7. Involve committee members in A/V decisions. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution to ensure future support for WUD Film.

8. Develop, with the advisor, a set of goals for the upcoming year.

9. Provide innovative and additional marketing opportunities for larger film events such as Marquee Film Festival

10. Update and improve binder of detailed program information and training materials for next year’s associate director.

11. Actively participate in planning and promoting WUD Film and WUD-wide events as a whole beyond individual series responsibilities.

12. Make a commitment to regular WUD Film Committee duties, including flyering and hosting.

13. Communication: keep the online Google document updated; discuss any issues or ideas with the Director or Advisor.

14. As an Associate Director, you are encouraged to coordinate with the WUD Film Director to organize one committee-wide friendship event throughout the 2019-2020 academic year.

Additional Responsibilities of an Associate Director:

1. Film Committee Director may exercise option to create a more detailed list of responsibilities for Associate Directors, if deemed necessary.

2. Maintain regular communication among Director, other Associate Directors, Coordinators, Advisor and committee members regarding your areas of responsibility.
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FILM COORDINATOR
Fall Festival Coordinator
Wisconsin Union Directorate

Accountability: Union Council
Report To: WUD Film Director

Commitment: Average 8-12 hours weekly
Term of Office: May 2019 – December 2019

Monetary Compensation: No compensation*

General Description: The Film Committee is dedicated to the presentation of diverse, challenging programming as well as educational and entertaining films to the University of Wisconsin campus community. The committee also serves as a learning experience for its members regarding the film industry, local film opportunities and leadership roles. The Film Committee researches, plans, coordinates, publicizes and manages up to seven nights of programming a week in the Marquee. The Film Committee also programs an outdoor blockbuster film series during the summer semester. In addition, the Film Committee may offer other special film events, free campus “sneak previews” of major studio releases, the Wisconsin Film Festival, special film series and a variety of other film programs.

Fall Festival Coordinator Duties:

1. Continually search for challenging, out of the box film programming, focusing on domestic and foreign independent films for the fall film festival.
2. Consider the theme for the fall festival, and evaluate if it should remain the Marquee Film Festival.
3. Attend mandatory weekly Film Committee Leadership Team and Film Committee meetings and hold general office hours during the creation and planning of the festival.
4. Input film titles and information to the Union website. Go through Union website training to do the same.
5. Facilitate and oversee a weekly Festivals subcommittee meeting. In addition, you must provide programming assistance to the Alternative Associate Director if needed/asked.
6. Administer festival films with a comprehensive understanding of fiscal responsibility. Provide overall direction for content and promotion of the festival programs, with assistance from committee members. Offer a presentation of diversity, innovation and quality in film exhibition.
7. Involve committee members in programming decisions through training of programming techniques, sharing resources, and delegating tasks. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution to ensure future support for WUD Film.
8. Develop, with the advisor, a thorough understanding of film distribution networks.
9. Update content on a team spreadsheet that is used by the assistant director team in order to properly market the content that is being provided to the community. Additionally, assist the Marketing Associate Director by filling out publicity forms for each film as well as Facebook events at least 2 weeks in advance, including short descriptions and marketing materials.
10. Execute program planning process adequately each week by booking appropriate films, completing all requested paperwork, marketing each screening effectively and thoroughly evaluating each program with an open mind to react with necessary changes.
11. Update and improve binder of detailed program information and training materials for next year’s associate director.
12. Make a commitment to regular WUD Film Committee duties, including flyering and hosting.
13. Actively participate in planning and promoting WUD Film and WUD-wide events as a whole beyond individual series responsibilities.
14. Communication: keep the online Google document updated; discuss any issues or ideas with the Director or Advisor.
15. As a Collaborator, you are encouraged to coordinate with the WUD Film Director to organize one committee-wide friendship event throughout the Fall 2019 academic semester.
*The Fall Festival Coordinator position does not receive a monthly stipend, due to the limited time period of their work. As a result, you will not be required to attend Leadership meetings, after festival duties have concluded.*

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**Associate Director Duties:**

1. Continually search for challenging, out of the box film programming in the HollyWUD genre, choosing films ranging from the latest blockbuster releases to classic Hollywood, with an aim toward diversifying and broadening our selection of big budget films.
2. Attend mandatory weekly Film Committee Leadership Team and Film Committee meetings and hold general office hours.
3. Facilitate and oversee a weekly HollyWUD subcommittee meeting.
4. Reach out to distributors/filmakers in an effort to bring HollyWUD “sneaks” to the Marquee.
5. Input film titles and information to the Union website. Go through Union website training to do the same.
7. Involve committee members in programming decisions through training of programming techniques, sharing resources, and delegating tasks. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution to ensure future support for WUD Film.
8. Develop, with the advisor, a thorough understanding of film distribution networks.
9. Update content on a team spreadsheet that is used by the assistant director team in order to properly market the content that is being provided to the community. Additionally, assist the Marketing Associate Director by filling out publicity forms for each HollyWUD film as well as Facebook events at least 2 weeks in advance, including short descriptions and marketing materials.
10. Execute program planning process adequately each quarter by booking appropriate films, completing all requested paperwork, marketing each screening effectively and thoroughly evaluating each program with an open mind to react with necessary changes.
11. Update and improve binder of detailed program information and training materials for next year’s associate director.
12. Make a commitment to regular WUD Film Committee duties, including flyering and hosting.
13. Actively participate in planning and promoting WUD Film and WUD-wide events as a whole beyond individual series responsibilities.
14. Communication: keep the online Google document updated; discuss any issues or ideas with the Director or Advisor.
15. As an Associate Director, you are encouraged to coordinate with the WUD Film Director to organize one committee-wide friendship event throughout the 2019-2020 academic year.
Additional Responsibilities of an Associate Director:

1. Film Committee Director may exercise option to create a more detailed list of responsibilities for Associate Directors, if deemed necessary.
2. Maintain regular communication among Director, other Associate Directors, Coordinators, Advisor and committee members regarding your areas of responsibility.
3. Have a willing attitude to go above and beyond general duties assigned to Associate Directors when necessary.
4. Maintain a positive attitude toward larger Wisconsin Union Directorate and Wisconsin Union issues and policies.
5. Actively plan additional special events and seek out co-sponsorships beyond regularly scheduled programs.
**FILM ASSOCIATE DIRECTOR**  
*International Cinema*  
*Wisconsin Union Directorate*

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**General Description:** The Film Committee is dedicated to the presentation of diverse, challenging programming as well as educational and entertaining films to the University of Wisconsin campus community. The committee also serves as a learning experience for its members regarding the film industry, local film opportunities and leadership roles. The Film Committee researches, plans, coordinates, publicizes and manages up to seven nights of programming a week in the Marquee. The Film Committee also programs an outdoor blockbuster film series during the summer semester. In addition, the Film Committee may offer other special film events, free campus “sneak previews” of major studio releases, the Wisconsin Film Festival, special film series and a variety of other film programs.

**Associate Director Duties:**

1. Continually search for unique, diverse, and socially conscious films in the world of classic and contemporary International cinema. Emphasis should be placed on movies that appeal to a college-aged audience.

2. Attend mandatory weekly Film Committee Leadership Team and Film Committee meetings and hold general office hours.

3. Facilitate and oversee a weekly International Cinema subcommittee. All films must be brought to the Film Committee to be voted on before programming.

4. Administer International Cinema’s films with a comprehensive understanding of fiscal responsibility. Provide overall direction for content and promotion of the International Cinema program, with assistance from committee members. Offer a presentation of diversity, innovation and quality in film exhibition.

5. Input film titles and information to the Union website. Go through Union website training to do the same.

6. Involve committee members in programming decisions through training of programming techniques, sharing resources, and delegating tasks. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution to ensure future support for WUD Film.

7. Develop, with the advisor, a thorough understanding of film distribution networks.

8. Update content on a team spreadsheet that is used by the assistant director team in order to properly market the content that is being provided to the community. Additionally, assist the Marketing Associate Director by filling out publicity forms for each International film as well as Facebook events at least 2 weeks in advance, including short descriptions and marketing materials.

9. Execute program planning process adequately each week by booking appropriate films, completing all requested paperwork, marketing each screening effectively and thoroughly evaluating each program with an open mind to react with necessary changes.

10. Update and improve binder of detailed program information and training materials for next year’s associate director.

11. Make a commitment to regular WUD Film Committee duties, including flyering and hosting.

12. Actively participate in planning and promoting WUD Film and WUD-wide events as a whole beyond individual series responsibilities.

13. Communication: keep the online Google document updated; discuss any issues or ideas with the Director or Advisor.

14. As an Associate Director, you are encouraged to coordinate with the WUD Film Director to organize one committee-wide friendship event throughout the 2019-2020 academic year.
Additional Responsibilities of an Associate Director:

1. Film Committee Director may exercise option to create a more detailed list of responsibilities for Associate Directors, if deemed necessary.
2. Maintain regular communication among Director, other Associate Directors, Coordinators, Advisor and committee members regarding your areas of responsibility.
3. Have a willing attitude to go above and beyond general duties assigned to Associate Directors when necessary.
4. Maintain a positive attitude toward larger Wisconsin Union Directorate and Wisconsin Union issues and policies.
5. Actively plan additional special events and seek out co-sponsorships beyond regularly scheduled programs.
**FILM ASSOCIATE DIRECTOR**  
**Marketing**  
**Wisconsin Union Directorate**

**Accountability:** Union Council  
**Report To:** WUD Film Director

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**Monetary Compensation:** $30/month Wiscard stipend

**General Description:** The Film Committee is dedicated to the presentation of diverse, challenging programming as well as educational and entertaining films to the University of Wisconsin campus community. The committee also serves as a learning experience for its members regarding the film industry, local film opportunities and leadership roles. The Film Committee researches, plans, coordinates, publicizes and manages up to seven nights of programming a week in the Marquee. The Film Committee also programs an outdoor blockbuster film series during the summer semester. In addition, the Film Committee may offer other special film events, free campus “sneak previews” of major studio releases, the Wisconsin Film Festival, special film series and a variety of other film programs.

**Associate Director Duties:**

1. Collect and arrange weekly info regarding films and utilize this for marketing purposes including (but not limited to): email newsletter, chalking, flyering, social media posts, WUD Film/Union website, class/RSO emails, etc.

2. Attend **mandatory** weekly Film Committee Leadership Team and Film Committee meetings and hold general office hours.

3. Facilitate and oversee a Marketing/Design/AV subcommittee meeting with the Audio Visual Associate Director and the Design Associate Director occurring on a need only basis.

4. Involve committee members in marketing decisions through training of publicity techniques, sharing resources, and delegating tasks. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution to ensure future support for WUD Film.

5. Develop, with the advisor and director, a set of marketing goals for the upcoming year.

6. Send out weekly “This Week in Film” email to campus, WUD Film Google calendar, and WUD Film voicemail updated.

7. Regularly check the Union website entries made by the programmers and edit if any errors are found.

8. Collaborate with fellow Associate Directors to coordinate events to promote films and create engaging atmospheres for audiences.

9. Provide innovative and additional marketing opportunities for larger film events such as Marquee Film Festival and the spring festival.

10. Update and improve binder of detailed program information and training materials for next year’s associate director.

11. Actively participate in planning and promoting WUD Film and WUD-wide events as a whole beyond individual series responsibilities.

12. Make a commitment to regular WUD Film Committee duties, including flyering and hosting.

13. Communication: keep the online Google document updated; discuss any issues or ideas with the Director or Advisor.

14. As an Associate Director, you are encouraged to coordinate with the WUD Film Director to organize one committee-wide friendship event throughout the 2019-2020 academic year.

**Additional Responsibilities of an Associate Director:**

1. Film Committee Director may exercise option to create a more detailed list of responsibilities for Associate Directors, if deemed necessary.
2. Maintain regular communication among Director, other Associate Directors, Coordinators, Advisor and committee members regarding your areas of responsibility.

3. Have a willing attitude to go above and beyond general duties assigned to Associate Directors when necessary.

4. Maintain a positive attitude toward larger Wisconsin Union Directorate and Wisconsin Union issues and policies.

5. Actively plan additional special events and seek out co-sponsorships beyond regularly scheduled programs.
## General Description
The Film Committee is dedicated to the presentation of diverse, challenging programming as well as educational and entertaining films to the University of Wisconsin campus community. The committee also serves as a learning experience for its members regarding the film industry, local film opportunities and leadership roles. The Film Committee researches, plans, coordinates, publicizes and manages up to seven nights of programming a week in the Marquee. The Film Committee also programs an outdoor blockbuster film series during the summer semester. In addition, the Film Committee may offer other special film events, free campus “sneak previews” of major studio releases, the Wisconsin Film Festival, special film series and a variety of other film programs.

### Associate Director Duties:

1. Continually search for challenging, diverse, and exciting films that have a cult following or that play well in the late night slot. Emphasis placed on films that appeal to college-aged audiences.
2. Evaluate the success of late night showings and assess how often WUD Film should show films in that time slot.
3. Attend mandatory weekly Film Committee Leadership Team and Film Committee meetings and hold general office hours.
4. Facilitate and oversee a weekly Marquee After Dark subcommittee meeting.
5. Input film titles and information to the Union website. Go through Union website training to do the same.
6. Reach out to distributors/filmmakers in an effort to bring late night “sneaks” to the Marquee.
7. Administer Marquee After Dark’s films with a comprehensive understanding of fiscal responsibility. Provide overall direction for content and promotion of our late night programming, with assistance from committee members. Offer a presentation of diversity, innovation and quality in film exhibition.
8. Involve committee members in programming decisions through training of programming techniques, sharing resources, and delegating tasks. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution to ensure future support for WUD Film.
9. Develop, with the advisor, a thorough understanding of film distribution networks.
10. Update content on a team spreadsheet that is used by the assistant director team in order to properly market the content that is being provided to the community. Additionally, assist the Marketing Associate Director by filling out publicity forms for each Marquee After Dark film as well as Facebook events at least 2 weeks in advance, including short descriptions and marketing materials.
11. Execute program planning process adequately each quarter by booking appropriate films, completing all requested paperwork, marketing each screening effectively and thoroughly evaluating each program with an open mind to react with necessary changes.
12. Update and improve binder of detailed program information and training materials for next year’s associate director.
13. Make a commitment to regular WUD Film Committee duties, including flyering and hosting.
14. Actively participate in planning and promoting WUD Film and WUD-wide events as a whole beyond individual series responsibilities.
15. Communication: keep the online Google document updated; discuss any issues or ideas with the Director or Advisor.
16. As an Associate Director, you are encouraged to coordinate with the WUD Film Director to organize one committee-wide friendship event throughout the 2019-2020 academic year.
**Additional Responsibilities of an Associate Director:**

1. Film Committee Director may exercise option to create a more detailed list of responsibilities for Associate Directors, if deemed necessary.
2. Maintain regular communication among Director, other Associate Directors, Coordinators, Advisor and committee members regarding your areas of responsibility.
3. Have a willing attitude to go above and beyond general duties assigned to Associate Directors when necessary.
4. Maintain a positive attitude toward larger Wisconsin Union Directorate and Wisconsin Union issues and policies.
5. Actively plan additional special events and seek out co-sponsorships beyond regularly scheduled programs.
FILM ASSOCIATE DIRECTOR
Design
Wisconsin Union Directorate

Accountability: Union Council
Report To: WUD Film Director
Commitment: Average 8-12 hours weekly
Term of Office: May 2019 – May 2020
Monthly Compensation: $30/month Wiscard stipend

General Description: The Film Committee is dedicated to the presentation of diverse, challenging programming as well as educational and entertaining films to the University of Wisconsin campus community. The committee also serves as a learning experience for its members regarding the film industry, local film opportunities and leadership roles. The Film Committee researches, plans, coordinates, publicizes and manages up to seven nights of programming a week in the Marquee. The Film Committee also programs an outdoor blockbuster film series during the summer semester. In addition, the Film Committee may offer other special film events, free campus “sneak previews” of major studio releases, the Wisconsin Film Festival, special film series and a variety of other film programs.

Associate Director Duties:

1. Assist Associate Directors with flyer design. Collect and arrange weekly info packets and utilize them for marketing purposes such as: chalking, flyering, social media posts, etc. Update the slideshow as needed.

2. Work with marketing/programmers to create full size posters, quarter sheets, facebook event cover photos and additional marketing materials as requested.

3. Attend mandatory weekly Film Committee Leadership Team and Film Committee meetings.

4. Facilitate and oversee a weekly Marketing/Design/AV subcommittee meeting with the Marketing Associate Director and A/V Associate Director on a discussed need only basis.

5. Involve committee members in the design process through training of design techniques, sharing resources, and delegating tasks. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution to ensure future support for WUD Film.

6. Develop, with the advisor, a set of design-related goals for the upcoming year.

7. Execute program planning process adequately each quarter by completing all requested paperwork, marketing each screening effectively, and thoroughly evaluating each program with an open mind to react with necessary changes.

8. Provide innovative and additional marketing opportunities for larger film events such as Marquee Film Festival and the spring festival.

9. Update and improve binder of detailed program information and training materials for next year’s associate director.

10. Actively participate in planning and promoting WUD Film and WUD-wide events as a whole beyond individual series responsibilities.

11. Make a commitment to regular WUD Film Committee duties, including flyering and hosting.

12. Communication: keep the online Google document updated; discuss any issues or ideas with the Director or Advisor.

13. As an Associate Director, you are encouraged to coordinate with the WUD Film Director to organize one committee-wide friendship event throughout the 2019-2020 academic year.

Additional Responsibilities of an Associate Director:

1. Film Committee Director may exercise option to create a more detailed list of responsibilities for Associate Directors, if deemed necessary.

2. Maintain regular communication among Director, other Associate Directors, Coordinators, Advisor and committee members regarding your areas of responsibility.

3. Have a willing attitude to go above and beyond general duties assigned to Associate Directors when necessary.

4. Maintain a positive attitude toward larger Wisconsin Union Directorate and Wisconsin Union issues and policies.
5. Actively plan additional special events and seek out co-sponsorships beyond regularly scheduled programs.
### FILM ASSOCIATE DIRECTOR

**Engagement and Special Programming**  
**Wisconsin Union Directorate**

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**Monetary Compensation:** $30/month Wiscard stipend

### General Description:

The Film Committee is dedicated to the presentation of diverse, challenging programming as well as educational and entertaining films to the University of Wisconsin campus community. The committee also serves as a learning experience for its members regarding the film industry, local film opportunities and leadership roles. The Film Committee researches, plans, coordinates, publicizes and manages up to seven nights of programming a week in the Marquee. The Film Committee also programs an outdoor blockbuster film series during the summer semester. In addition, the Film Committee may offer other special film events, free campus “sneak previews” of major studio releases, the Wisconsin Film Festival, special film series and a variety of other film programs.

### Associate Director Duties:

1. **Proactively** connect with student organizations on campus and community groups to showcase relevant, exciting, and socially conscious films. Have a signed contract between WUD Film and each collaborator stating the responsibilities of each party, i.e. who pays projectionist fees, what is required for publicity, etc.

2. Attend **mandatory** weekly Film Committee Leadership Team and Film Committee meetings and hold general office hours.

3. Facilitate outreach, in conjunction with relevant content programmer(s), for regularly scheduled WUD Film screenings

4. Manage the collaborative screening proposal process and collaborations email address.

5. Actively pursue WUD Film collaborative screenings for both collaboration and other WUD Film programming timeslots.

6. Serve as the point person for standing collaboration program relationships.

7. Coordinate special events (like Rocky Horror Picture Show Halloween screening)

8. Administer Engagement and Special Programming series’ films with a comprehensive understanding of fiscal responsibility. Provide overall direction for content and promotion of the Engagement and Special Programming program, with assistance from committee members. Offer a presentation of diversity, innovation and quality in film exhibition.

9. Involve committee members in programming decisions through training of programming techniques, sharing resources, and delegating tasks. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution to ensure future support for WUD Film.

10. Develop, with the advisor, a thorough understanding of film distribution networks.

11. Assemble weekly info packet for the Marketing Associate Director. Additionally, assist the Marketing and Design Associate Directors by designing flyers for distribution around campus, and filling out publicity forms that include short descriptions of the film and marketing materials.

12. Execute program planning process adequately each quarter by booking appropriate films, completing all requested paperwork, marketing each screening effectively and thoroughly evaluating each program with an open mind to react with necessary changes.

13. Update and improve binder of detailed program information and training materials for next year’s associate director.

14. Make a commitment to regular WUD Film Committee duties, including flyering and hosting.

15. Actively participate in planning and promoting WUD Film and WUD-wide events as a whole beyond individual series responsibilities.

16. Communication: keep the online Google document updated; discuss any issues or ideas with the Director or Advisor.
17. As an Associate Director, you are encouraged to coordinate with the WUD Film Director to organize **one** committee-wide friendship event throughout the 2019-2020 academic year.

**Additional Responsibilities of an Associate Director:**

1. Film Committee Director may exercise option to create a more detailed list of responsibilities for Associate Directors, if deemed necessary.
2. Maintain regular communication among Director, other Associate Directors, Coordinators, Advisor and committee members regarding your areas of responsibility.
3. Have a willing attitude to go above and beyond general duties assigned to Associate Directors when necessary.
4. Maintain a positive attitude toward larger Wisconsin Union Directorate and Wisconsin Union issues and policies.
5. Actively plan additional special events and seek out co-sponsorships beyond regularly scheduled programs.
**FILM ASSOCIATE DIRECTOR**

**Facilities**

**Wisconsin Union Directorate**

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**General Description:** The Film Committee is dedicated to the presentation of diverse, challenging programming as well as educational and entertaining films to the University of Wisconsin campus community. The committee also serves as a learning experience for its members regarding the film industry, local film opportunities and leadership roles. The Film Committee researches, plans, coordinates, publicizes and manages up to seven nights of programming a week in the Marquee. The Film Committee also programs an outdoor blockbuster film series during the summer semester. In addition, the Film Committee may offer other special film events, free campus “sneak previews” of major studio releases, the Wisconsin Film Festival, special film series and a variety of other film programs.

**Associate Director Duties:**

1. Oversee the Marquee Theater in aspects such as coordinating film print and media traffic, scheduling and training door staff, preparing announcements before each screening, coordinating projection schedules, and overseeing the general appearance of the theater and WUD office, including poster cases and stanchion ropes. Provide occasional tours of the booth for new members.

2. Attend mandatory weekly Film Committee Leadership Team and Film Committee meetings and attend Marketing meetings occuring on a discussed need only basis.

3. Facilitate and oversee the hosting process. Encourage new members to try hosting and train committee members on proper hosting procedures.

4. Involve committee members in facilities decisions through training of techniques/equipment, sharing resources, and delegating tasks. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution to ensure future support for WUD Film.

5. Develop, with the advisor, a set of Facilities goals for the upcoming year.

6. Execute program planning process adequately each quarter by completing all requested paperwork, marketing each screening effectively and thoroughly evaluating each program with an open mind to react with necessary changes.

7. Update and improve binder of detailed program information and training materials for next year’s associate director.

8. Actively participate in planning and promoting WUD Film and WUD-wide events as a whole beyond individual series responsibilities.

9. Make a commitment to regular WUD Film Committee duties, including flyering and hosting.

10. Communication: keep the online Google document updated; discuss any issues or ideas with the Director or Advisor.

11. As an Associate Director, you are encouraged to coordinate with the WUD Film Director to organize one committee-wide friendship event throughout the 2019-2020 academic year.

**Additional Responsibilities of an Associate Director:**

1. Film Committee Director may exercise option to create a more detailed list of responsibilities for Associate Directors, if deemed necessary.

2. Maintain regular communication among Director, other Associate Directors, Coordinators, Advisor and committee members regarding your areas of responsibility.

3. Have a willing attitude to go above and beyond general duties assigned to Associate Directors when necessary.

4. Maintain a positive attitude toward larger Wisconsin Union Directorate and Wisconsin Union issues and policies.

5. Actively plan additional special events and seek out co-sponsorships beyond regularly scheduled programs.