2016 Film Summer Coordinator: Lakeside Cinema

The Film Committee is responsible for researching, planning, coordinating, publicizing and managing the Lakeside Cinema series, a weekly summer film series appropriate for the summer Terrace audience. The Summer Coordinator is also responsible for helping program WUD Film’s first month of programming for the fall semester. The Committee serves as a learning experience for its members and is dedicated to the presentation of diverse, educational, and entertaining programming on campus for the University community. In addition, the Film Committee may offer other special events, free campus “sneak previews” of major studio releases, and a variety of other film programs. This position works in partnership with a program advisor.

Summer Program Duties:

1. Participate in the Wisconsin Union Directorate spring and summer training program.
2. Maintain regular communication with advisor and incoming and outgoing Directors, Associate Directors, and committee.
3. Manage and oversee Lakeside Cinema summer film program as well as the new Sunday evening family film series, including hosting weekly films, preparing weekly slideshows/summer trailers, and working with sponsors to create/present promotional events (i.e. trivia contests) before screenings.
4. Oversee and coordinate all special film events such as free campus “sneak previews” of major studio releases.
5. Assist incoming Committee Director and ADs in researching and programming films for the first four weeks of the fall semester, which includes Collaborations, Alternative, Hollywood, Starlight, and Marquee After Dark (MAD) programming.
6. Hold a minimum of 5 weekly office hours. Meet with program advisor on a regular basis.
7. Actively pursue cultural diversity and integrity within Wisconsin Union Directorate, its programs and committees.
8. Coordinate logistics, projection, and equipment needs with the Union Facilities staff and the Campus Events Services Office.
9. Work with Marketing to design the summer promotional campaign at the end of the spring semester.
10. Promote summer and fall programs through print (flyers and posters) and online (websites and social media) publicity.
11. Work with the incoming Director to coordinate logistics for the Union South Sunburst Festival on September 1 (during Wisconsin Welcome).
12. Provide information and resources to other groups looking to screen films and occasionally assist in facilitating these programs through co-sponsorships.
13. Complete weekly program evaluations; handle print/DVD shipping; and update program files, documents, and spreadsheets.
14. Attend to the Film Committee desk in Union South, making sure that MU and US are stocked with promotional material.

15. Ensure program sponsors are recognized at each event via pre-event announcements.

16. Attend Film Committee meetings in April and May and meet with the outgoing and incoming Film Directors, Associate Directors, and advisor.

17. Work with advisor, outgoing Director, Associate Directors, and current committee to develop a summer recruitment, training, and recognition plan.

18. Hold regular committee meetings, delegate program coverage and responsibilities to committee members.

19. Maintain regular communication with the Film Committee via online channels of communication including email and Facebook groups. Keep them posted on the summer program's progress as well as opportunities for their involvement.

20. Establish a working relationship with Union units such as Dining Services, Marketing, Campus Events Services Office, and Facilities Management (including Building Managers and Sound & Light Technicians).

21. Schedule and attend turnover meetings with the outgoing Directors and ADs in the spring and with the incoming Director and ADs in the late summer.

Term of Office

• May 1 - September 15
• Summer: 10 - 15 hours/week
• Applicants must be available for the 15 Mondays between May 30 - September 5, and 5 Sunday event dates TBA

Remuneration

• $1272
• $50/month on Wiscard June, July, and August

Last updated: 02/16/2016