Music Committee Director

The Music Committee's mission is to learn how to intentionally plan and hold successful live music programming on par with the professional market. The committee books, markets and implements more than 200 free concerts per year in the The Sett, The Terrace, and Der Rathskeller on Friday and Saturday nights, as well as the Frederic March Play Circle. This includes Behind the Beat and Open Mic Night. Committee members learn how to plan shows from making reservations for sound and space, to seeing the artists and/or agent through details and payment. The Director facilitates the development of necessary skills needed to organize programs. The Director is not required to be in Madison in the summer but is responsible for facilitating the committee decision-making process in booking the first six weeks of the fall semester. The Director maintains general oversight of the committee - focusing on larger challenges that exist above day to day committee functioning - and should advocate for its success within the Wisconsin Union, campus and the greater Madison community. This position works in partnership with a program advisor.

Director Duties

- Attend weekly meetings with Music advisor, the leadership team, and have general office hours.
- Chair the weekly Music committee meetings.
- Select and appoint the Associate Directors and other leadership positions (venue managers, trainers) for your term of office.
- Work with and train committee members on all aspects of implementing the shows including: budgeting, corresponding with artists, marketing the events, and volunteering the day of a show.
- Follow policies and procedures of the Wisconsin Union, Directorate, and Music Committee.
- Communicate regularly with and advise associate directors and committee members.
- Facilitate discussions about inclusivity and intentionality in booking shows with committee members and Associate Directors.
- Communicate with bands, agents, and Wisconsin Union staff, including Dining Services and Campus Event Services. Serve as resource to performers, agents, students, and the general public regarding information on programming and the committee.
- Foster relationships with cosponsors, financial and otherwise.
- Ensure fair and democratic voting and booking process in weekly meetings and email votes.
- Pursue dedicated members in committee recruitment who ensure social and cultural diversity in booking 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 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:

• Associated Students of Madison (ASM)
• WUD/Hoofers members and Directors
• Performing Arts Committee and the Wisconsin Union Theater
• WSUM Radio
• Wisconsin Alumni Student Board (WASB)
• Multicultural Student Coalition (MCSC)
• Student and Community Publications
• Dean of Students Office

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