**Music Committee Director**

The Music Committee’s mission is to learn how to 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 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 holds and leads weekly committee meetings and fosters leadership of Volunteer Coordinators, Venue Managers, and Associate Directors. This position also hires and oversees Associate Directors. The Director must also attend Wisconsin Union Directorate meetings and serve on a Union Council committee as well as Cooperative Programming Committee. 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.

**Director Duties**

1. Attend weekly meetings and hold office hours.
2. Work with new and returning members to develop programming and leadership skills.
3. Communicate regularly with and advise associate directors and committee members.
4. Communicate with bands, agents, and Wisconsin Union staff, including Dining Services and Campus Event Services.
5. Foster relationships with cosponsors, financial and otherwise.
6. Book shows, promote, etc as needed.
7. Select leadership positions (associate directors, venue managers, trainers) as needed.
8. Work with and train incoming leadership for effective transition.

**Additional Responsibilities of Director**

- 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.
- Serve as resource to performers, agents, students, and the general public regarding information on programming and the committee.
• Follow policies and procedures of the Wisconsin Union, Directorate, and Music Committee.
• Become familiar with, implement, and use budgets, contracts, and other documents and procedures.
• Train those in leadership positions (ADs and Venue Managers, etc) and student volunteers.
• Communicate with committee members, student volunteers, and other students interested in the committee.

Additional Relationships Fostered:
• Associated Students of Madison (ASM)
• WUD/Hoofers members and Directors
• Performing Arts Committee 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 2
Academic Year: 20 – 25 hours per week
The Music Committee Director is encouraged to be in Madison over the summer.

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