Performing Arts Committee Director

The Performing Arts Committee and Director plan, promote, and present programs in partnership with the Wisconsin Union Theater staff. Programs should be of cultural interest to the UW campus and the community at large. In addition, the Performing Arts Committee Director implements the current Theater season, establishes relationships with artists, agents and artist agencies, and oversees the selection process of the following year's Theater season. The director will also work with outside promoters or groups (co-sponsorships) to present shows. The committee director works in partnership with a program advisor.

**Director Duties:**

- Chair committee meetings, attend necessary weekly meetings, hold general office hours, and participate in cooperative WUD projects and activities.
- Appoint Associate Directors for your term of office.
- Work with advisor to become familiar with contracts, booking, budgeting, and general theater operations.
- Work with the committee to establish goals and procedures for programming as well as develop, communicate, and hold committee to vision and mission of programs.
- Foster a comfortable, friendly, and open environment for all committee members.
- Work closely with series coordinators to ensure that all programs and committee responsibilities (hospitality, etc.) are successfully implemented. Coordinate Union Theater shows that series coordinators are unable to fulfill.
- Work with the Union and Theater Marketing Teams to promote the current Theater season.
- Develop and implement programs or initiatives to increase student awareness of and attendance at season events.
- Work with advisor, coordinators and committee for selection of upcoming season, soliciting ideas, input and opinions from both inside and outside sources regarding the Theater's programming.
- Actively pursue all forms of diversity and integrity for the Theater season and committee and uphold the goals of the WUT, Wisconsin Union Directorate, and the Wisconsin Union.
- Attend select Theater Staff meetings.
- Attend and actively participate in the World Music Festival, Isthmus Jazz Fest, Concert Series Advisory, and Marcia Légere Play Festival Committee meetings.

**Responsibilities to Directorate:**

- Participate in weekly Directorate meetings, using officers and fellow directors and 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.
- 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.
• Actively communicate with Union officers about needs and goals of committee.
• Create an adequate binder or electronic file of information for the incoming director to understand the intricacies of running the Performing Arts Committee. Ensure that all digital materials are stored on the Union’s share drive.

Additional Relationships fostered:

• ASM Leadership
• Chancellor, Provost
• Various RSOs
• International Studies Department
• UW Dance, Music, and Theater Department
• Other Departments related to Season Events

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