Performing Arts Committee Director

The Performing Arts Committee and Director plans, promotes, and presents programs in partnership with 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, establishing relationships with artists, agents, the agencies, and 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.

Director Duties:

1. Attend weekly meetings and hold general office hours.
2. Participate with the Marketing Team to promote the current Theater season.
3. Work closely with series coordinators to assure that all programs and committee responsibilities (hospitality, etc.) are successfully implemented.
4. Work with advisor, coordinators and committee for selection of upcoming season.
5. Solicit ideas, input and opinions from both inside and outside sources regarding the Theater’s programming.

Additional Responsibilities of Director:

- Attend select Theater Staff meetings.
- Attend and actively participate in select World Music Festival Committee, Isthmus Jazz Fest, Concert Series Advisory, and Marcia Légere Play Festival Committee meetings.
- Chair Performing Arts Committee meetings.
- Select necessary Coordinators/Associate Directors for the year.
- Coordinate Union Theater shows that series coordinators are unable to fulfill.
- Work with advisor to become familiar with contracts, booking, budgeting, and general theater operations.
- Develop and implement programs or initiatives to increase student awareness of and attendance at season events.
- 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.
- Serve on a Union Council committee.
- Create an adequate binder or electronic file of information for the incoming director to understand the intricacies of running the Performing Arts Committee.
**Additional Relationships fostered:**
- ASM Leadership
- Chancellor, Provost
- Various RSOs
- International Studies Department
- UW Dance, Music, and Theater Departments

**Term of Office**
May - May
Academic Year: 20-25 hours per week

**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