WUD Art Committee Graphic Design Position Description

2016-2017

The Wisconsin Union Directorate Art Committee (WUD Art) is dedicated to the advancement of visual arts in the campus community. Bringing inventive and challenging exhibits to the Wisconsin Union, the student-run committee manages every aspect of exhibitions from artist selection and installation to art education and marketing. The committee is responsible for the exhibitions and programming in the Union’s two galleries (Class of 1925 at Memorial Union and Gallery 1308 at Union South).

WUD Art is seeking a graphic designer to handle a full range of creative services. This position is unpaid.

DESCRIPTIONS

• Collaborate with the Associate Director of Marketing and the Summer Coordinator on creative approaches for promotions, advertising strategies and social media campaigns.
• The position includes project of designing:
  o Flyers and handbills for around 12 exhibitions running through the year (about 1 exhibit per month), and be done two to three weeks in advance.
  o Flyers, handbills, kiosks, social media banners for annual Student Art Show in March.
  o Promotional material such as magnets, stickers, etc. that can be used strategically to market the Art Committee.
• Although a volunteer position, WUD Art will provide documents for enrollment on a one-academic-credit independent study or internship course through the departments, as well as recommendation letters. This position will also be a great boost for your portfolio and resume.

REQUIREMENTS

• Currently enrolled UW-Madison students
• Proficient in Adobe Photoshop, Illustrator, InDesign, and Acrobat.
• Interested in WUD Art Committee and union galleries, and have to be able to come to WUD Art’s weekly meeting. The position may be extended for longer if they remain involved with the committee.
• Ability to work in a team environment but be self-directed and motivated on a variety of projects, both internal and for clients.
• Must show attention to detail and an ability to organize tasks and projects in a fast-paced environment.
• Ability to learn quickly using a variety of printers and other production equipment.
• Experience in marketing preferred but not required.
• Commitment from May 2016-May 2017 (includes Summer) is preferred, but you can also apply for the academic year only. For summer, you can communicate with the Summer Coordinator and do the design online.

To read more about WUD Art, please visit our Web site at https://union.wisc.edu/get-involved/wud/art/.
For more specific question please email the current graphic designer Grace Meurer at gameurer@wisc.edu.

To apply, submit a brief cover letter, a resume/CV, and portfolio of eight to ten pieces to yliu499@wisc.edu addressed to the current Associate Director of Marketing Yusi Liu. Please write “WUD Art Graphic Design Application-Your Name” in the subject line.