



Wisconsin Union
D I R E C T O R A T E

Film

Associate Director - Mainstream Programmer

Apply [here](#):

https://docs.google.com/forms/d/e/1FAIpQLScqOR8s4S8x7EUR5O4Di3_4Ww_je-uoCM7cA8XPK6XU7cat_Q/viewform

by Saturday, May 15, 2021 at 11:59 p.m. CST

Overview

- This position is a volunteer, leadership position with the Wisconsin Union Directorate, student programming board.
- Each committee of the Wisconsin Union Directorate is committed to amplifying the voices of underrepresented communities through thoughtful and deliberate programming that targets societal issues. WUD leaders have an obligation to use the privilege of our organization and the power of our positions to continually educate ourselves and provide the same opportunities to our communities.
- Successful applicants for WUD Leadership positions will demonstrate a commitment to social justice during the interview process and, upon selection, commit to continually highlighting inequalities due to racial, environmental, societal, and any other type of discrimination that our campus, country, and global communities face through their committee processes and programming efforts.
- Each Associate Director is asked to dedicate 10 hours a week to the position. As a thank you for your service, you will receive a \$30/month stipend on your Wiscard for 8 months of the academic year.

Committee Purpose

The Wisconsin Union Directorate Film Committee is dedicated to bringing a diverse, innovative, and exciting lineup of movies to the University of Wisconsin – Madison campus and surrounding community. The committee also serves as a professional development experience for its members to explore aspects of film production, distribution, and exhibition industries. The Film Committee researches, plans, coordinates, publicizes and manages over 300 film screenings and special events in the Marquee Theater- films shown include major studio, documentary, art house, experimental, international, and late-night cult classics. Additionally, the Film Committee programs Lakeside Cinema each summer, an outdoor film series on the Memorial Union Terrace. WUD Film provides campus with free "sneak previews" of new releases and assists Wisconsin Film Festival with programming suggestions and venue volunteers.

Associate Director (Mainstream Programmer) Responsibilities

1. Work with Film Committee Leadership (Film Director and fellow AD(s)) to strategize programming buckets for the upcoming year, with an emphasis on mainstream programming such as contemporary and classic Hollywood, films through our primary distributors, and collaborations with well-established connections on campus.
2. Aid and oversee WUD Film Committee volunteers in searching for exciting and engaging programming for our campus audience and oversee relevant subcommittees of volunteer committee members.

3. Attend **mandatory** weekly Film Committee Leadership Team and Film Committee meetings and hold general office hours.
4. Facilitate and oversee subcommittee meeting(s) as needed.
5. Administer programming with a comprehensive understanding of fiscal responsibility. Provide overall direction for content and promotion of the program, with assistance from committee members. Offer a presentation of diversity, innovation, and quality in film selection and exhibition.
6. Involve committee members in programming decisions through training of programming techniques, sharing resources, and delegating tasks. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution to ensure future support for WUD Film.
7. Develop, with the advisor, a thorough understanding of film distribution networks.
8. Schedule the films selected by the committee on a weekly basis, update the Google programming doc completely and accurately, complete all requested paperwork including invoices, help market each screening effectively and thoroughly evaluate each program with an open mind to react with necessary changes.
9. Communicate programming aims for each event with the Marketing Associate Director to maximize effective outreach.
10. Update and improve relevant sections in the WUD Film Training Manual (on Team Drive) for next year's associate director.
11. Make a commitment to regular WUD Film Committee duties, including flyering and hosting.
12. Actively participate in planning and promoting WUD Film and WUD-wide events as a whole beyond individual series responsibilities.
13. Stay in communication with WUD Film Committee peers: keep the online Google document updated; discuss any issues or ideas with the Director or Advisor.
14. As an Associate Director, you are encouraged to coordinate with the WUD Film Director to organize **one** committee-wide friendship event throughout the 2021-22 academic year.

Additional Responsibilities of an Associate Director

15. The Film Committee Director may exercise the option to create a more detailed list of responsibilities for Associate Directors, if deemed necessary. As programming for 2021-22 is extremely subject to variables in quantity and format, the Film Committee Director may re-evaluate AD responsibilities and revise them upon examination.
16. Maintain regular communication among Director, other Associate Directors, Coordinators, Advisor and committee members regarding your areas of responsibility.
17. Have a willing attitude to go above and beyond general duties assigned to Associate Directors when necessary.
18. Maintain a positive attitude toward larger Wisconsin Union Directorate and Wisconsin Union issues and policies.

19. Actively plan additional special events and seek out co-sponsorships beyond regularly scheduled programs.
20. Film Committee Leadership is first and foremost a team, so each AD must be flexible to help with marketing, programming, and other leadership duties as needed.



Wisconsin Union
D I R E C T O R A T E

Film

Associate Director - Alternative Programmer

Apply [here](#) by Saturday, May 15, 2021 at 11:59 p.m. CST

Overview

- This position is a volunteer, leadership position with the Wisconsin Union Directorate, student programming board.
- Each committee of the Wisconsin Union Directorate is committed to amplifying the voices of underrepresented communities through thoughtful and deliberate programming that targets societal issues. WUD leaders have an obligation to use the privilege of our organization and the power of our positions to continually educate ourselves and provide the same opportunities to our communities.
- Successful applicants for WUD Leadership positions will demonstrate a commitment to social justice during the interview process and, upon selection, commit to continually highlighting inequalities due to racial, environmental, societal, and any other type of discrimination that our campus, country, and global communities face through their committee processes and programming efforts.
- Each Associate Director is asked to dedicate 10 hours a week to the position. As a thank you for your service, you will receive a \$30/month stipend on your Wiscard for 8 months of the academic year.

Committee Purpose

The Wisconsin Union Directorate Film Committee is dedicated to bringing a diverse, innovative, and exciting lineup of movies to the University of Wisconsin – Madison campus and surrounding community. The committee also serves as a professional development experience for its members to explore aspects of film production, distribution, and exhibition industries. The Film Committee researches, plans, coordinates, publicizes and manages over 300 film screenings and special events in the Marquee Theater- films shown include major studio, documentary, art house, experimental, international, and late-night cult classics. Additionally, the Film Committee programs Lakeside Cinema each summer, an outdoor film series on the Memorial Union Terrace. WUD Film provides campus with free "sneak previews" of new releases and assists Wisconsin Film Festival with programming suggestions and venue volunteers.

Associate Director (Alternative Programmer) Responsibilities

1. Work with Film Committee Leadership (Film Director and fellow AD(s)) to strategize programming buckets for the upcoming year, with an emphasis on outside-the-box programming such as alternative, independent, international, and documentary films, films through new distributors, and new collaborations with campus or industry connections.
2. Aid and oversee WUD Film Committee volunteers in searching for exciting and engaging programming for our campus audience and oversee relevant subcommittees of volunteer committee members.
3. Attend **mandatory** weekly Film Committee Leadership Team and Film Committee meetings and hold general office hours.
4. Facilitate and oversee subcommittee meeting(s) as needed.

5. Administer programming with a comprehensive understanding of fiscal responsibility. Provide overall direction for content and promotion of the Alternative program, with assistance from committee members. Offer a presentation of diversity, innovation, and quality in film selection and exhibition.
6. Involve committee members in programming decisions through training of programming techniques, sharing resources, and delegating tasks. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution to ensure future support for WUD Film.
7. Develop, with the advisor, a thorough understanding of film distribution networks.
8. Schedule the films selected by the committee on a weekly basis, update the Google programming doc completely and accurately, complete all requested paperwork including invoices, help market each screening effectively and thoroughly evaluate each program with an open mind to react with necessary changes.
9. Communicate programming aims for each event with the Marketing Associate Director to maximize effective outreach.
10. Update and improve relevant sections in the WUD Film Training Manual (on Team Drive) for next year's associate director.
11. Make a commitment to regular WUD Film Committee duties, including flyering and hosting.
12. Actively participate in planning and promoting WUD Film and WUD-wide events as a whole beyond individual series responsibilities.
13. Stay in communication with WUD Film Committee peers: keep the online Google document updated; discuss any issues or ideas with the Director or Advisor.
14. As an Associate Director, you are encouraged to coordinate with the WUD Film Director to organize **one** committee-wide friendship event throughout the 2021-22 academic year.

Additional Responsibilities of an Associate Director

15. The Film Committee Director may exercise the option to create a more detailed list of responsibilities for Associate Directors, if deemed necessary. As programming for 2021-22 is extremely subject to variable quantity and format, the Film Committee Director may re-evaluate AD responsibilities and revise them upon examination.
16. Maintain regular communication among Director, other Associate Directors, Coordinators, Advisor and committee members regarding your areas of responsibility.
17. Have a willing attitude to go above and beyond general duties assigned to Associate Directors when necessary.
18. Maintain a positive attitude toward larger Wisconsin Union Directorate and Wisconsin Union issues and policies.
19. Actively plan additional special events and seek out co-sponsorships beyond regularly scheduled programs.

20. Film Committee Leadership is first and foremost a team, so each AD must be flexible to help with marketing, programming, and other leadership duties as needed.



Wisconsin Union
D I R E C T O R A T E

Film
Associate Director - Event Programmer

Apply [here](#) by Saturday, May 15, 2021 at 11:59 p.m. CST

Overview

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- Each committee of the Wisconsin Union Directorate is committed to amplifying the voices of underrepresented communities through thoughtful and deliberate programming that targets societal issues. WUD leaders have an obligation to use the privilege of our organization and the power of our positions to continually educate ourselves and provide the same opportunities to our communities.
- Successful applicants for WUD Leadership positions will demonstrate a commitment to social justice during the interview process and, upon selection, commit to continually highlighting inequalities due to racial, environmental, societal, and any other type of discrimination that our campus, country, and global communities face through their committee processes and programming efforts.
- Each Associate Director is asked to dedicate 10 hours a week to the position. As a thank you for your service, you will receive a \$30/month stipend on your Wiscard for 8 months of the academic year.

Committee Purpose

The Wisconsin Union Directorate Film Committee is dedicated to bringing a diverse, innovative, and exciting lineup of movies to the University of Wisconsin – Madison campus and surrounding community. The committee also serves as a professional development experience for its members to explore aspects of film production, distribution, and exhibition industries. The Film Committee researches, plans, coordinates, publicizes and manages over 300 film screenings and special events in the Marquee Theater- films shown include major studio, documentary, art house, experimental, international, and late-night cult classics. Additionally, the Film Committee programs Lakeside Cinema each summer, an outdoor film series on the Memorial Union Terrace. WUD Film provides campus with free "sneak previews" of new releases and assists Wisconsin Film Festival with programming suggestions and venue volunteers.

Events Associate Director Responsibilities

1. Work with Film Committee Leadership (Film Director and fellow AD(s)) to strategize events for the upcoming year to complement our film programming, such as Q&As, panels, and film festivals in online, in-person, and hybrid formats.
2. Aid and oversee WUD Film Committee volunteers in searching for exciting and engaging programming for our campus audience and oversee relevant subcommittees of volunteer committee members.
3. Attend **mandatory** weekly Film Committee Leadership Team and Film Committee meetings and hold general office hours.
4. Facilitate and oversee subcommittee meeting(s) as needed, in particular the already-formed Student Film Festival subcommittee which will meet a few times in the summer and regularly in the fall.

5. Plan events with a comprehensive understanding of fiscal responsibility. Provide overall direction for content and promotion of the program, with assistance from committee members. Offer a presentation of diversity, innovation, and quality in event selection and execution.
6. Involve committee members in programming decisions through training of programming techniques, sharing resources, and delegating tasks. Recruit and train committee members as hosts and moderators for events. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution to ensure future support for WUD Film.
7. Develop, with the advisor, a thorough understanding of film distribution networks and protocols for event facilitation.
8. Schedule the events selected by the committee on a weekly basis, update the Google programming doc completely and accurately, complete all requested paperwork including invoices, help market each event effectively and thoroughly evaluate each program with an open mind to react with necessary changes.
9. Communicate programming aims for each event with the Marketing Associate Director to maximize effective outreach.
10. Update and improve relevant sections in the WUD Film Training Manual (on Team Drive) for next year's associate director.
11. Make a commitment to regular WUD Film Committee duties, including flyering and hosting.
12. Actively participate in planning and promoting WUD Film and WUD-wide events as a whole beyond individual series responsibilities.
13. Stay in communication with WUD Film Committee peers: keep the online Google document updated; discuss any issues or ideas with the Director or Advisor.
14. As an Associate Director, you are encouraged to coordinate with the WUD Film Director to organize **one** committee-wide friendship event throughout the 2021-22 academic year.

Additional Responsibilities of an Associate Director

15. The Film Committee Director may exercise the option to create a more detailed list of responsibilities for Associate Directors, if deemed necessary. As programming for 2021-22 is extremely subject to variables in quantity and format, the Film Committee Director may re-evaluate AD responsibilities and revise them upon examination.
16. Maintain regular communication among Director, other Associate Directors, Coordinators, Advisor and committee members regarding your areas of responsibility.
17. Have a willing attitude to go above and beyond general duties assigned to Associate Directors when necessary.
18. Maintain a positive attitude toward larger Wisconsin Union Directorate and Wisconsin Union issues and policies.
19. Actively plan additional special events and seek out co-sponsorships beyond regularly scheduled programs.

20. Film Committee Leadership is first and foremost a team, so each AD must be flexible to help with marketing, programming, and other leadership duties as needed.



Wisconsin Union
D I R E C T O R A T E

Film
Associate Director - Marketing

Apply [here](#) by Saturday, May 15, 2021 at 11:59 p.m. CST

Overview

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- Successful applicants for WUD Leadership positions will demonstrate a commitment to social justice during the interview process and, upon selection, commit to continually highlighting inequalities due to racial, environmental, societal, and any other type of discrimination that our campus, country, and global communities face through their committee processes and programming efforts.
- Each Associate Director is asked to dedicate 10 hours a week to the position. As a thank you for your service, you will receive a \$30/month stipend on your Wiscard for 8 months of the academic year.

Committee Purpose

The Wisconsin Union Directorate Film Committee is dedicated to bringing a diverse, innovative, and exciting lineup of movies to the University of Wisconsin – Madison campus and surrounding community. The committee also serves as a professional development experience for its members to explore aspects of film production, distribution, and exhibition industries. The Film Committee researches, plans, coordinates, publicizes and manages over 300 film screenings and special events in the Marquee Theater- films shown include major studio, documentary, art house, experimental, international, and late-night cult classics. Additionally, the Film Committee programs Lakeside Cinema each summer, an outdoor film series on the Memorial Union Terrace. WUD Film provides campus with free "sneak previews" of new releases and assists Wisconsin Film Festival with programming suggestions and venue volunteers.

Associate Director Responsibilities

1. Work with Film Committee Leadership (Film Director and fellow AD(s) to develop effective marketing strategies to communicate programming aims and opportunities.
2. Compile important weekly programming details for marketing purposes including (but not limited to): email newsletter, chalking, flyering, social media posts, WUD Film/Union website, class/RSO emails, etc.
3. Utilize principles of graphic design, outreach, and networking to communicate the mission of WUD Film and generate interest in both WUD programming and committee involvement.
4. Attend **mandatory** weekly Film Committee Leadership Team and Film Committee meetings and hold general office hours.

5. Facilitate and oversee a subcommittee on an as-needed basis to expand on outreach and marketing efforts across multiple platforms, such as social media. Recruit members of subcommittee to take responsibility for weekly slideshow formatting and film trailer editing for both Marquee and virtual events.
6. Involve committee members in marketing decisions through training of publicity techniques, sharing resources, and delegating tasks. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution to ensure future support for WUD Film.
7. Develop, with the advisor and director, a set of marketing goals for the upcoming year.
8. Reinstate weekly "This Week in Film" email to campus and submit Union website event calendar entries for each scheduled screening title.
9. Regularly check the Facebook entries made by the programmers and edit if any errors are found.
10. Collaborate with fellow Associate Director(s) to coordinate events to promote films and create engaging atmospheres for audiences.
11. Provide innovative and additional marketing opportunities for larger film events.
12. Update and improve relevant sections in the WUD Film Training Manual (on Team Drive) for next year's associate director.
13. Make a commitment to regular WUD Film Committee duties, including flyering and hosting.
14. Stay in communication with WUD Film Committee peers: keep the online Google document updated; discuss any issues or ideas with the Director or Advisor.
15. As an Associate Director, you are encouraged to coordinate with the WUD Film Director to organize **one** committee-wide friendship event throughout the 2021-22 academic year.

Additional Responsibilities of an Associate Director

16. Film Committee Director may exercise the option to create a more detailed list of responsibilities for Associate Directors, if deemed necessary.
17. Maintain regular communication among Director, other Associate Directors, Coordinators, Advisor and committee members regarding your areas of responsibility.
18. Have a willing attitude to go above and beyond general duties assigned to Associate Directors when necessary.
19. Maintain a positive attitude toward larger Wisconsin Union Directorate and Wisconsin Union issues and policies.
20. Actively plan additional special events and seek out co-sponsorships beyond regularly scheduled programs.
21. Film Committee Leadership is first and foremost a team, so each AD must be flexible to help with marketing, programming, and other leadership duties as needed.



Wisconsin Union
D I R E C T O R A T E

Film

Associate Director - Facilities

Apply [here](#) by Saturday, May 15, 2021 at 11:59 p.m. CST

Overview

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- Each Associate Director is asked to dedicate 10 hours a week to the position. As a thank you for your service, you will receive a \$30/month stipend on your Wiscard for 8 months of the academic year.

Committee Purpose

The Wisconsin Union Directorate Film Committee is dedicated to bringing a diverse, innovative, and exciting lineup of movies to the University of Wisconsin – Madison campus and surrounding community. The committee also serves as a professional development experience for its members to explore aspects of film production, distribution, and exhibition industries. The Film Committee researches, plans, coordinates, publicizes and manages over 300 film screenings and special events in the Marquee Theater- films shown include major studio, documentary, art house, experimental, international, and late-night cult classics. Additionally, the Film Committee programs Lakeside Cinema each summer, an outdoor film series on the Memorial Union Terrace. WUD Film provides campus with free "sneak previews" of new releases and assists Wisconsin Film Festival with programming suggestions and venue volunteers.

Associate Director (Facilities) Duties:

1. Oversee the WUD Film re-entry to the Marquee Theater in aspects such as coordinating film print and media traffic, scheduling and training volunteer door staff, preparing announcements before each screening, maintaining master programming doc, and overseeing the general appearance of the theater and WUD office, including poster cases and stanchion ropes. Restrictions permitting, provide occasional tours of the booth for new members.
2. Attend **mandatory** weekly Film Committee Leadership Team and Film Committee meetings and attend Marketing meetings occurring on a discussed as-needed basis. Attend weekly facilities management meeting with Film Advisor and Marquee Projection Booth Manager.
3. Facilitate and oversee the hosting process. Encourage new members to try hosting and train committee members on proper hosting procedures.

4. Involve committee members in facilities decisions through training of techniques/equipment, sharing resources, and delegating tasks, with an emphasis on COVID-19 safety routines. Communicate facilities safety protocols as they change to the entire committee. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution to ensure future support for WUD Film.
5. Develop, with the advisor, a set of Facilities goals for the upcoming year.
6. Update and improve relevant sections in the WUD Film Training Manual (on Team Drive) for next year's associate director.
7. Actively participate in planning and promoting WUD Film and WUD-wide events as a whole beyond individual series responsibilities.
8. Make a commitment to regular WUD Film Committee duties, including flyering and hosting.
9. Communication: keep the online Google document updated; discuss any issues or ideas with the Director or Advisor.
10. As an Associate Director, you are encouraged to coordinate with the WUD Film Director to organize **one** committee-wide friendship event throughout the 2021-22 academic year.

Additional Responsibilities of an Associate Director

11. The Film Committee Director may exercise the option to create a more detailed list of responsibilities for Associate Directors, if deemed necessary. As programming for 2021-22 is extremely subject to variables in quantity and format, the Film Committee Director may re-evaluate AD responsibilities and revise them upon examination.
12. Maintain regular communication among Director, other Associate Directors, Coordinators, Advisor and committee members regarding your areas of responsibility.
13. Have a willing attitude to go above and beyond general duties assigned to Associate Directors when necessary.
14. Maintain a positive attitude toward larger Wisconsin Union Directorate and Wisconsin Union issues and policies.
15. Actively plan additional special events and seek out co-sponsorships beyond regularly scheduled programs.
16. Film Committee Leadership is first and foremost a team, so each AD must be flexible to help with marketing, programming, and other leadership duties as needed.