



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

**Music**

**Committee Director**

**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.
- Given the significant time commitment of WUD Committee Director positions (20 – 25 hours, weekly), a stipend is provided to increase the likelihood these volunteer leadership positions are accessible to all students. An academic stipend includes 60% of yearly in-state tuition based on the prior year will be distributed at the beginning of each semester. Additionally, \$50/month is provided for 8 months in gratitude for each students' service, as is Lifetime Union Membership upon completion of their terms.
- WUD Committee Director Positions run May – May yearly and include one mandatory, two-day training in August.

**Committee Purpose**

The Music Committee's mission is to create community through music. The committee books, markets and implements more free concerts in: The Sett, The Terrace, and Der Rathskeller on Friday and Saturday nights, as well as the Play Circle. This includes Behind the Beat (a weekly jazz series in der Rathskeller) and Open Mic Night series. If shows are unable to be held in person due to COVID-19 restrictions, they will take place in a virtual format. Committee members learn how to plan shows by negotiating with agents, communicating with WUD/Union staff, and organizing sound and special logistics. The Director facilitates the development of necessary skills needed to organize programs as well as oversee general operations and committee goals. The Director is not required to be in Madison in the summer but is responsible for facilitating the committee decision-making process in booking in 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. Additionally, the Director is charged with creating a safe and welcoming committee atmosphere. Further, the Director must ensure the committee is committed to social justice issues related to concerts and the UW Madison Community. This position works in partnership with the program advisor.

**Director Committee Responsibilities**

- Attend weekly meetings with the Music advisor, the leadership team, and have general office hours, typically 10 hours a week.
- Chair the weekly Music committee meetings.
- Select and appoint the Associate Directors and other leadership positions for your term of office.

- Work with and train committee members on all aspects of implementing the shows including budgeting, corresponding with artists, marketing the events, and volunteering the day of a show.
- Follow policies and procedures of the Wisconsin Union, Directorate, and Music Committee.
- Communicate regularly with and advise associate directors and committee members.
- Facilitate discussions about inclusivity and intentionality in booking shows with committee members and Associate Directors.
- Communicate with bands, agents, and Wisconsin Union staff, including Dining Services and Campus Event Services. Serve as a resource to performers, agents, students, and the public regarding information on programming and the committee.
- Foster relationships with cosponsors, financial and otherwise.
- 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.
- Additional Relationships Fostered:
  - WUD/Hoofers members and Directors
  - Performing Arts Committee and the Wisconsin Union Theater
  - WSUM Radio
  - EMMIE Magazine
  - Multicultural Student Center (MSC)
  - Student and Community Publications
  - Dean of Students Office

#### **Director General WUD Responsibilities**

- Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required.
- Serve on a Union Council Advisory Board
- Participate in annual WUD Fall Retreat (3 days in mid-August), facilitate AD training, and participate in additional leadership training as mandated by the officer team.
- Actively communicate with Union officers about needs and goals of committee.
- 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.
- Continue development and review of transition materials as a mechanism for passing information to the incoming director which is relevant to the long-term policies, procedures, and mission of the committee. Ensure that all digital materials are stored on the Union's shared drive.

**Last Updated:** December 2020