



## **WUD Art**

### **Associate Director Positions**

**Apply here:** [https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_8k9TyWcwHzkfvo2](https://uwmadison.co1.qualtrics.com/jfe/form/SV_8k9TyWcwHzkfvo2)

### **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. They will use their leadership to foster inclusive dialogue, challenge injustice, and create programming that reflects the diverse experiences of our communities.
- 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 \$75/month stipend on your Wiscard for 8 months of the academic year.

### **Committee Purpose**

The Art Committee is dedicated to the advancement of visual art in the campus community. By bringing inventive and challenging exhibitions to campus in the Wisconsin Union Galleries, (Class of 1925 Gallery and the Main Gallery in Memorial Union, and Gallery 1308 in Union South), the student-run committee develops every aspect of the exhibition from selection to publicity to installation, and in the process promotes leadership among its members. The committee encourages students and the community to participate with active and diverse dialogue by providing supplemental educational programming. Annually, the committee presents and curates approximately 15 - 20 exhibitions, including summer, fall, and spring shows in all galleries. This includes the annual Student Art Show, individual and group shows, real-time programming, nationally touring exhibitions, and on-line shows which will become increasingly incorporated as an exhibition/gallery space. The committee director and the associate directors work in partnership with the program advisor.

### **Associate Director Responsibilities**

- Foster a friendly and welcoming atmosphere within the committee so that all members feel welcome, as well as extending these qualities to the greater community
- Engage committee members in their duties and in the running of the galleries. A portion of this includes peer-to-peer training
- Attend all committee meetings, AD meetings, opening receptions and events
  - Note: we are understanding that we are all human - we get sick, have schoolwork to prioritize, and have other personal considerations. Please notify me in advance if you cannot attend any given event.
- Hold 2 office hours each week to provide time for completion of the week's tasks and to hold space for necessary additional meetings

- Tasks include but are not limited to: gallery walkthroughs and maintenance, correspondence with artists and collaborators, meetings with advisor/team members/union staff, etc.
- Communicate consistently with the Director, Advisor, and the Committee
- Pursue cultural diversity and integrity within WUD, its programs, and committees
- Have fun!

### ***Programming AD / Head(s) of Programming***

#### **Position Description:**

- The Head of Programming is responsible for spearheading committee led programming and advancing of all the gallery shows. Communicate with artists and work closely with other committee members to accomplish the programming goals for the WUD Art season.

#### **Role Duties:**

- Engage committee members in programming efforts.
- Create student-led programming that relates to the current scheduled exhibition cycle.
- Collaborate with outside organizations and other WUD committees to program events.
- Managing all aspects of gallery openings for scheduled exhibitions in collaboration with the other committee members.
- Demonstrate clear understanding of committee goals in programming for the season.
- Lead artist booking and advancing of gallery shows for the next exhibition cycle.

#### **Ideal for candidates who are:**

- Reliable and adaptable
- Goal-oriented
- Passionate about arts programming
- Comfortable working both independently and on a team

### ***Marketing AD / Head of Engagement***

#### **Position Description:**

- The Head of Engagement is in charge of promoting the committee and its programming as well as building relationships with other campus and community organizations. They are responsible for maintaining the committee's social media and campus presence while engaging and expanding our audience.

#### **Role Duties:**

- Engage committee members in the marketing process
- Foster and maintain strong relationships with the campus community and other community organizations

- This includes working closely with other entities like Union Marketing to accomplish marketing goals and participating in multi-level marketing efforts
- Develop, execute, and manage marketing content - which can include: photography, video, and digital design
- Updating WUD Art website to display accurate information
- Engaging with audiences on social media (Instagram, Facebook, etc).
- Manage the email list in order to reach current and future WUD Art members

**Ideal for Candidates who are:**

- Computer and social media literate (web development and graphic design a plus)
- Adaptable
- Dependable and goal-oriented
- Communicable and effective at meeting short-term deadlines

***Install AD | Head Preparator(s)***

**Position Description:**

- Head Preparator is responsible for taking ownership of the art work installation process including but not limited to: communication/coordination of artists, installation of artworks in all gallery spaces, and general maintenance of gallery spaces.

**Role Duties:**

- Helping other committee members learn installation techniques
- Packing, installation, de-installation, condition reports, wall repair, and lighting of works in the gallery
- Coordinate logistics with artists
- Collaborate with programming and marketing ADs for gallery needs.
- Maintain accurate records of installations, conditions of pieces, tools and materials; request materials when needed.
- Coordinate regular walk-throughs of gallery spaces

**Ideal for Candidates who are:**

- Reliable
- Detail-oriented
- Comfortable working independently and on a team
- Enjoys work that requires shifts in direction
- Comfortable with heights, tools, and heavy objects