



## **2025 Summer Music Coordinator (2 positions)**

The Music Committee plans music events to provide opportunities for entertainment and social education for the UW campus through regular programs at Memorial Union (Play Circle, Der Rathskeller, Union Terrace) and Union South (The Sett). The committee selects which acts will perform at these events and plans, markets, implements, and evaluates these programs.

Summer series include Wednesday Open Mic Night, Thursday headliner, Friday Jazz Series and headliner, and Saturday headliners.

In conjunction with a fellow coordinator, this position will be responsible for Thursday, Friday, and Saturday music series from May 24 – September 2, 2024. Additional training dates prior to the May 24 start may also be arranged, if possible.

### **Summer Program Duties:**

1. Overall responsibility for implementing the Summer Concert Series.
2. Responsible for covering shows from start to finish on Thursdays, Fridays, Saturdays (May 24 - Sept 2).
3. If construction is ongoing, create action plans to navigate around issues.
4. Participate in the Wisconsin Union Directorate spring and summer training program.
5. Meet weekly with the Music Committee Advisor and the other Summer Manager.
6. Maintain communication with incoming and outgoing Directors, Associate Directors, and committee.
7. Hold weekly office hours.
8. Actively pursue cultural diversity and integrity within the Wisconsin Union Directorate, its programs, and committees.
9. Ensure that all program sponsors are recognized at each event via pre-event announcements.
10. Work with summer committee members and Music advisor in implementing the summer series as planned by previous WUD Music Committee. *Please note: this job does not involve concert booking; only the implementation of programs booked the prior semester.*
11. Coordinate set-up and equipment requirements by contacting performers and communicating the appropriate information to Central Event Services Office, the sound vendor(s), and event managers.
12. Promote summer series through both print (flyers and posters) and online (Union website and social media) publicity.
13. Finalize promotion and contracts, if necessary.
14. Submit regular updates to the incoming WUD Music Committee Director.
15. Complete program evaluations on a weekly basis; maintain program files, entertainer resources, and related information.
16. Participate in the final summer meeting to analyze program resources and evaluate the overall program; provide revision suggestions for the future summer position descriptions.
17. Attend Music Committee meetings in April and meet with outgoing and incoming Music Directors, and advisor.
18. Establish a working relationship with Union units such as Dining Services, Marketing, Campus Events Services Office and Facilities Management (Building Managers and Sound & Light Technicians).

### **Term of Office**

Applicants need to be available for Thursday, Friday, and Saturday nights from 3pm - 1 am, May 24 – September 2, 2025. Two individuals will be scheduled to alternate covering these events each week. Remuneration: up to 20 hours/week at \$15/hr

Last updated: December 2024