



## Performing Arts

### Committee Director

#### Overview

- This is an extracurricular student leadership role with the Wisconsin Union Directorate (WUD) programming board, designed as a hands-on learning experience.
- Each committee of WUD 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. Upon selection, WUD Leaders will commit to committee process and programming efforts that continually address the inequalities our campus, country, and global communities face due to racial, environmental, societal, and other types of discrimination.
- Given the significant time commitment of WUD Committee Director positions (20 – 25 hours/weekly), a stipend is provided to increase the likelihood these student leadership positions are accessible to all students. An academic stipend provides 60% of yearly in-state tuition based on the prior year and will be distributed at the beginning of each semester. The stipend amount is based on in-state tuition, regardless of your own student status of in-state or out-of-state. Additionally, \$50/month is provided on the student's Wiscard for 8 months in gratitude for each student's service. Students also receive a Lifetime Union Membership upon completion of their terms.
- WUD Committee Director Positions run May – May yearly and include one mandatory, three-day training in August.

#### Committee Purpose

The Performing Arts Committee (PAC) and its Director plan, promote, and present programs in partnership with the Wisconsin Union Theater (WUT) staff. Specifically the PAC Director, in partnership with the WUT Director who also serves as the Committee's Advisor, manages the implementation of the current WUT season which was programmed by the previous Committee and oversees the selection process for the following year's WUT season. In addition, the Committee provides current year programming to be responsive to students. Programs should be of cultural interest to the UW campus and the community at large. In some cases, the Committee will partner with outside organizations or groups (co-sponsors) to produce the WUT's events. In addition, the WUD PAC Director represents the Wisconsin Union and WUT to artists, managers, and talent agencies.

#### General Responsibilities of a WUD Director

- This position works closely with a program advisor and connects with Wisconsin Union staff and fellow students for ongoing support and development.
- Begin meeting weekly with your committee advisor in the period between your selection and the end of the spring semester.
- Begin recruitment and selection of Associate Directors (ADs) between your selection and the end of spring semester. Train them in the responsibilities of their role.
- With your advisor, develop and submit a budget for the first six weeks of fall semester by the end of June.
- Chair weekly meetings of the committee and leadership team during the academic year. Attend weekly meetings with your committee advisor. Hold additional meetings as needed.
- Hold general office hours in Memorial Union or Union South (typically 10 hours per week). Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required. Participate in cooperative WUD projects and activities.
- Serve on a Union Council Advisory Board (generally one meeting per month).
- Work with your team to establish individual and committee goals and procedures for programming.

- Responsible for the oversight, direction and all administrative aspects of the committee program, including individual program budgets and the overall committee budget.
- Assess and evaluate individual programs and processes of the committee.
- Be responsive to and maintain communication with your advisor, ADs, committee members, and other Union representatives (such as Union Officers, Marketing, Campus Event Services, etc.)
- Actively communicate with Union Officers about the needs and goals of the committee.
- Follow the policies and procedures of the Wisconsin Union, Directorate, and the committee.
- Promote Directorate committees and the organization at the student fairs and other recruitment opportunities, including Wisconsin Welcome events that take place over Labor Day weekend.
- Build a sense of community within the committee by fostering a welcoming and inclusive environment for all committee members.
- Actively recruit committee members and develop a sustained and growing committee membership.
- Directly involve committee members in all aspects of planning and enacting programs.
- Familiarize committee members with available resources and encourage them to utilize these materials to strengthen programming and curate an intentional, inclusive and responsible program.
- Encourage committee members to apply for leadership positions.
- Solicit ideas, input, and opinions from both the committee and external sources (collaborators, campus departments, and community members) to inform committee programming.
- Increase campus presence by pursuing opportunities to coordinate, publicize and host collaborative programs within WUD and throughout the campus community with Registered Student Organizations (RSOs) and campus departments.
- In addition to typical evening programming, work with your committee to offer 1-2 events each semester that occur during the day (before 5pm).
- Ensure all digital materials are stored on the committee Google Drive or the Union's shared drive.
- Review and update the onboarding materials for the incoming director.
- Participate in the spring WUD Welcome and Directorate meetings, annual WUD Fall Retreat (3 days in late-August), facilitate AD training, and participate in additional leadership training as mandated by the officer team.

#### **Committee-Specific Responsibilities of the Director**

- Work with the WUT Director and other WUT staff to become familiar with contracts, booking, budgeting, and general theater operations.
- Step into advancing and managing roles if AD's are unable.
- Foster relationships with internal and external stakeholders, such as donors, alumni, or artist managers, with the support of the Artist Services Manager.
- Work with Marketing and Communications teams to promote the current season and develop initiatives to increase student awareness of and attendance at season events.
- Write and submit grant requests if requesting funding from an outside organization such as WUD, Associated Students of Madison (ASM), or the Wisconsin Union Association (WUA).
- Assist WUT Director in proposing WUT's Internal Show budget to Union Council for the next season year.
- Attend select WUT Staff meetings.
- Attend and actively participate in the planning or curation of major festivals and projects that can include, but not limited to: Madison World Music Festival, Madison Jazz Festival, Black Arts Matter Festival, Marcia Légere Student Playwriting Festival, and other cross departmental collaborations.
- Attend majority WUT Season events to connect with patrons and PAC members leading the show
- Additional Relationships fostered:
  - ASM Leadership Various RSOs
  - International Studies Department
  - UW Dance, Music, and Theater Departments
  - Office of Multicultural Initiatives
  - The Studio and First Wave

- Multicultural Student Center
- Other WUD Committees
- Other Departments and community partners related to WUT's Season Events or WUD PAC real-time programming

**Last Updated: December 2025**