



Cuisine Associate Director Positions

Apply here: https://uwmadison.co1.qualtrics.com/jfe/form/SV_cG94zfKCusnMF4a

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 Wisconsin Union Directorate Cuisine Committee is dedicated to exploring local and global food systems and their cultural influences while engaging the community through education around food sustainability, practicality, and justice. No previous experience is expected or required to apply for any of these positions, all we ask is for applicants to be willing to learn, excited to get involved, and have a passion for the multifaceted nature of cuisine.

Focus areas of the Cuisine Committee include:

Education: Using food as an education tool and emphasizing food's cultural, social, political, and environmental influence. Connecting food to community education. This can consist of speakers, panels, demonstrations, excursions, innovative media presentations, or a few of these at once. The educational events are put on in an effort to promote awareness of inclusive, local, economically reasonable, sustainable, and transparent food programs on campus, in Madison, and beyond. All education events should be done in the proper historical and cultural context. Each event should include aspects of social justice and lead to greater cultural humility among the student population. Events include the monthly use of the demonstration kitchen, the Demonstration Kitchen series, invitations of speakers, and building new and maintaining collaborations with RSOs.

Community Engagement through Service and Outreach: Connecting the Cuisine Committee to local food communities. Community service programming will focus on project-based initiatives surrounding food waste, use of university grounds, food-insecure student populations, and food distribution in the greater Madison community. Outreach engagement also includes excursions and involvement in the Madison restaurant community through collaborations and lecture invitations. Events include biweekly committee meetings, lectures, Q&A sessions, podcasts, field trips to special events or establishments in the local community, and involvement in community food projects. WUD Cuisine would like to strengthen our commitment to staying involved with campus food justice initiatives and other student organizations across campus. Cuisine is meant to be celebrated with others.

Cooking: Cooking programming will focus on providing free cooking workshops, giving them the skills to cook great meals within a student budget, cook food from different cultures, appreciate the different styles and techniques for cooking, and ultimately understand food as a tool for inquiry, social justice, and cultural understanding. Cooking events may also include another educational or discussion-based component. Cooking workshops can be conducted through ingredient distribution and live-streamed demonstrations that allow for students to cook in the comfort of their own homes, or can be held in person at the Babcock kitchen or other policy conforming facilities. Events include monthly student-led workshops (Cooking on a College Budget Series, the annual Thanksgiving cooking workshop, the Great Cook-Off, ETC), ingredient distributions, and in-person and virtual cooking events.

Associate Director Responsibilities (General)

- Spending approximately 5 hours every week to ensure committee work is being done.
- Attend weekly Cuisine board Meetings with the entire leadership team.
- Work with other ADs to promote committee programming.
- Contribute ideas to committee programming and overall event production.
- Have the opportunity to sit on a Union Council Advisory Board as a student representative.
- Attend Cuisine's events and engage with committee members.
- Attend Fall Leadership Retreat (contributes to leadership certificate requirements) in August.
- Assist with recruitment functions and attend WUD Cuisine's events.
- Will review and edit respective AD Position descriptions for the next year's Directorate team.
- Assist in WUD Cuisine Administrative work (all training will be provided).
- Assisting in reserving spaces and rooms for Cuisine events demonstrations and/or discussions.

Associate Director Benefits

- All Associate Directors will be provided a monthly compensation of \$75 directly deposited into their Wiscard accounts for 8 months (September through May).
- 2026-2027 Cuisine Director will serve as a reference or write a letter of recommendation for anyone on the Cuisine's leadership board.

Associate Director of Marketing & Communications

Applicants should be excited to lean into their creative side and be able to establish a cohesive brand for WUD Cuisine. The Marketing & Communications AD is responsible for all marketing-related aspects of the committee, including graphic design, event promotion, weekly newsletter coordination, and general outreach. Specific responsibilities for the **Associate Director of Marketing & Communications** will include...

- Designing all marketing materials and infographics for mass distribution on multiple platforms, such as social media accounts, the Union Calendar, flyers, etc.
- Creating a marketing plan for how we promote our events and what our online presence will look like.
- Sending out weekly committee emails with information about upcoming events, meetings, and relevant information for committee members.
- Visually documenting our events for future marketing and promotional material purposes (photography/videography, etc)
- Completing the required ServSafe certification course to safely assist in all Cuisine-related events.
- Assisting with and attending all other Cuisine programming.
- Attend weekly leadership meetings.
- Attend weekly committee meetings.

Associate Director of Food Justice & Education

Applicants should be interested in learning about new food cultures and food justice issues, and willing to do additional research to honor the cultures and context of other cuisines. The Associate Director of Food Justice & Education is responsible for planning and executing programming that explores the connections between food and community. Programs will ideally highlight the following topics: food justice, food systems, sustainability, etc. Specific responsibilities for the **Associate Director of Food Justice & Education** will include...

- Planning and executing food justice and education-related programming and events such as: food sampling events, lectures, field trips, “dinner & discussion” events, etc.
- Working with the Cuisine Director on initiatives across campus that support food access, sustainability, nutrition education, etc.
- Representing the WUD Cuisine Committee for food justice orgs on campus.
- Staying current and informed on food insecurity resources and acting as a resource point.
- Completing the required ServSafe certification course to safely assist in all Cuisine-related events.
- Assisting with and attending all other Cuisine programming.
- Attend weekly leadership meetings.
- Attend weekly committee meetings.

Associate Director of Cooking Workshops

Applicants should be excited and passionate about cooking and helping fellow students foster culinary skills. The Cooking Workshops AD will be our committee’s go-to person for planning cooking workshops. This includes recipe development and sourcing ingredients. We are looking for someone who is excited and comfortable being in a kitchen and working with others to create meals that represent various types of cuisines. Specific responsibilities for the **Associate Director of Cooking Workshops** will include...

- Planning and executing cooking workshops for the campus community to develop independent cooking skills.
- Brainstorming, researching, and planning creative recipes and learning materials for cooking workshop use.
- Working with the Advisor to procure all necessary ingredients for cooking workshops.
- Assisting in reserving spaces and rooms for cooking workshops. These 2 spaces are:
 - Babcock Hall Food Application Lab (Room B141)
 - Wolf Teaching Kitchen at the Bakke Recreation & Wellbeing Center
- Completing the required ServSafe certification course to safely assist in all Cuisine-related events.
- Assisting with and attending all other Cuisine programming.
- Attend weekly leadership meetings.
- Attend weekly committee meetings.

Associate Director of Culinary Demonstrations

Applicants should be excited and passionate about educating college students about cooking, as well as exploring various cuisines, local restaurants, chefs, and food systems. The Culinary Demonstrations AD will be our committee’s go-to person for planning cooking demonstrations. This includes working in collaboration with the chef on the details and logistics of the event. We are looking for someone who is excited to work closely with professional chefs and moderate conversations around the food industry. Specific responsibilities for the **Associate Director of Culinary Demonstrations** will include...

- Planning cooking demonstrations with local chefs that educate the campus community.
- Working in close partnership with chefs and their organizations to coordinate recipes, event details, and day of logistics.
- Working with the Advisor to send out official email communication and process contracts.

- Assisting in reserving spaces and rooms for cooking demonstrations. The space is typically:
 - Varsity Hall in Union South
- Completing the required ServSafe certification course to safely assist in all Cuisine-related events.
- Assisting with and attending all other Cuisine programming.
- Attend weekly leadership meetings.
- Attend weekly committee meetings.

Associate Director of Collaborations and Outreach

Applicants should be interested in reaching out to student groups/orgs/campus departments to introduce collaborative opportunities to the WUD Cuisine Committee. The **Associate Director of Collaborations & Outreach** is responsible for being a liaison between WUD Cuisine and the collaborating group, acting as the point of contact for all initial inquiries. We are looking for someone to work closely with the rest of the Cuisine leadership team to ensure intentional collaborative programming. Specific responsibilities for the **Associate Director of Collaborations & Outreach** will include...

- Monitoring and reviewing all collaboration requests with other organizations, groups, and departments.
- Introducing the collaboration request to the Cuisine Committee by coordinating meetings & presentations.
- Channeling all collaboration requests to the appropriate programming AD (Food Justice & Education, Workshops, and Demonstrations) once approved by the Cuisine Committee.
- Actively managing the WUD Cuisine email account and communicating requests to the rest of the leadership team.
- Completing the required ServSafe certification course to safely assist in all Cuisine-related events.
- Assisting with and attending all other Cuisine programming.
- Attend weekly leadership meetings.
- Attend weekly committee meetings.