



Comedy Director

Positions and Responsibilities for Blue Devil Productions

Position Summary

The Comedy Director shall coordinate the selection, contracting, promotion, day-of-show production, and evaluation of all BDP comedy events, including, but not limited to the following: stand-up comics, improvisational groups, and novelty acts. The Comedy Director shall also coordinate the monthly Open Mic nights.

Detailed Description

- Work with production board and members to evaluate surveys and event attendance records to determine audience likes/dislikes in the area of comedy and novelty.
- Work with agencies to book comedy acts. This includes the following: negotiating dates, terms and fees with possible acts for the Comedy Series.
- Work with Executive Producer to develop and present a budget plan for each event and a yearly budget plan for all comedy for review by the Blue Devil Productions membership.
- Consult with marketing directors to develop on and off campus promotional plans for each comedy event.
- Meet with Art Director to discuss promotional graphic design ideas and date requirements for all printed materials needed for each event.
- Meet with Web Development Director to establish event related website content (press releases, media clips, etc), as well as posting deadlines.
- Do all the advance work related to the production of the show: press release, room reservations, hospitality orders, hotel reservations, technical requirements (event services), security, staffing needs, etc.
- Implement promotional plan and day-of-show work schedule, hosting artist, pre and post show music, thank you cards, etc.
- Coordinate monthly Open Mic nights, which include reserving location, promoting event, writing press release, scheduling event staff, etc.
- Submit and adhere to a schedule of no less than five (5) weekly office hours, held in Blue Devil Productions office.

Beneficial Knowledge to Position

- Ability to schedule and oversee work of others
- Ability to negotiate
- Ability to communicate with supervisors, peers and subordinates
- Ability to develop relationships with persons outside of BDP
- Decision making and problem solving
- Ability to meet and set deadlines
- Ability to perform administrative duties