



Comedy and Large Show Director

Blue Devil Productions mission is to enhance campus life and student engagement by bringing live music, comedy, and films to UW-Stout's campus. The Comedy and Large Show Director is a paid position on the Blue Devil Productions Executive Board and is responsible for coordinating the selection, contracting, promotion, day-of-show production, and evaluation of all BDP comedy events, (such as stand-up comics, improvisational groups, novelty acts) and large-scale events. Large-scale events are hosted roughly once a semester and bring highly recognized names to campus. The Comedy and Large Show Director will also coordinate with the Music Director for the monthly Open Mic nights.

Position Responsibilities

- Work with Campus Engagement Director to evaluate attendee interests in comedy and large-scale events.
- Work with agencies to book comedy and large-show acts. This includes the following: negotiating dates, terms, and fees with potential acts.
- Work with Executive Producer to develop and present a budget plan for each event and a yearly budget plan for all comedy and large-scale events.
- Consult with the marketing team to develop on and off campus promotional plans for each comedy event and large-show event.
- Meet with Art Director to discuss promotional graphic design ideas and deadlines for all printed materials needed for each event.
- Meet with the Web Development Director to establish event related website content.
- Do all the advance work related to the production of the show: hospitality orders, tech riders, staffing needs, security needs, ticketing process, etc.
- Implement promotional plan and day-of-show work schedule, hosting artist, thank you cards, etc.
- Work with Music Director to coordinate monthly Open Mic nights, which include reserving location, promoting event, scheduling event staff, etc.
- Work closely with ETC and schedule meetings when necessary to discuss the entirety of production for the show.
- Assist in facilitating other weekly events, including set up, check in, and take down

Desired Skills

- Strong collaboration and communication skills
- Strong organizational and administrative skills
- Comfortability with public-speaking and negotiation

Time Commitment

- An average of 10-15 hours a week, which includes some evening and weekend hours.
- Maintain a minimum of 5 scheduled office hours a week to be held in the Blue Devil Productions office.
- Attend roughly 3 hours a week of meetings including, general member meetings, executive board meetings, and one-on-one meetings with Executive Producer/Advisor.