



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 monthly Open Mic Nights.

Position Responsibilities

- Evaluate attendee interests in comedy and large-scale events in collaboration with the Campus Engagement Director.
- Consult with agencies to book comedy and large-show acts. This includes negotiating dates, terms, and fees with potential acts.
- Do all the advance work related to the production of the show: hospitality orders, tech riders, staffing needs, security needs, ticketing process, etc.
- Serve as the day-of contact for performers while they are on campus and ensure they have everything they need to run a successful event.
- Work closely with ETC and schedule meetings when necessary to discuss the entirety of production for each show.
- Develop promotional plans with the marketing team for each comedy event and large-show event including discussing graphic design ideas and deadlines for all materials.
- Coordinate monthly Open Mic Nights including promotion, scheduling event staff, coordinating a host, etc.
- 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.
- 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

- Average of 10-15 hours a week including approximately:
 - 3 hours of meetings including, general member meetings, executive board meetings, and one-on-one meetings with Executive Producer/Advisor
 - 3-7 hours assisting with weekly events
 - Minimum of 5 scheduled office hours to be held in the Blue Devil Productions office
- Evening and weekend hours are to be expected
- Student employees cannot exceed 25 hours a week for all on campus jobs per UW System policy