



## Communications 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 Communications Director is a paid position on the Blue Devil Productions Executive Board and is responsible for managing all tasks related to e-mails, electronic postings, meeting minutes, and coordinating efforts to recruit and retain members.

### Position Responsibilities

- Take meeting minutes at each Blue Devil Productions meeting and distribute minutes to the appropriate parties within one hour of the meeting.
- Create and oversee event posting for the Campus Life Today email
- Develop and maintain on campus email distribution and mailing lists of Blue Devil Productions event attendees and likely attendees for future event marketing.
- Read and respond to Blue Devil Productions communications via email.
- Design and maintain a plan for the recruitment of members for Blue Devil Productions.
- Serve as main point of contact for general members while fostering their creativity and investment in Blue Devil Production projects.
- Keep record of general members points, attendance, and engagement in the organization.
- Work with the Executive Producer to implement a monthly recognition program for members and executive board members.
- Assist in facilitating other weekly events, including set up, check in, and take down.

### Desired Skills

- Microsoft Outlook, Excel, and Word
- Ability to communicate with supervisors and peers
- Ability to organize, plan, and coordinate work of self and others
- Ability to write proficiently, concisely, and with humor

### 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.