



## **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.
- Maintain Connect administrative tasks such as updating event images, building an attendee and general member engagement system, submitting to Campus Life Today, etc.
- 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.
- Serve as main point of contact for general members while fostering their creativity and investment in Blue Devil Production projects.
- Plan and organize social and casual events to help with general member engagement and retainment.
- Keep record of general members points, attendance, and engagement in the organization.
- Assist in facilitating other weekly events, including set up, check in, and take down.

### **Desired Skills**

- Microsoft Outlook, Excel, and Word
- Creativity and originality in retainment and project ideas
- Knowledge of Canva, Photoshop, and/or Illustrator
- Ability to organize, plan, and coordinate work of self and others
- Ability to write proficiently, concisely, and with humor

### **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