



Executive Producer

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 Executive Producer is a paid position on the Blue Devil Productions Executive Board and is responsible for organizing and run board meetings, coordinating staff training, overseeing work of the directors, maintaining budgets, and organizing the hiring process.

Position Responsibilities

- Meet weekly with the organization advisor to plan and set the agenda for the Blue Devil Productions weekly meetings.
- Lead the weekly Blue Devil Productions General and Executive Board meetings.
- Oversee the work and track the progress of current projects.
- Meet monthly with the accounts manager to review budget expenditures.
- Keep accurate records of the current budget situation, make recommendations for mid-year budget adjustments, and develop and propose the budget for the next fiscal year to the BDP membership as well as the Financial Affairs Committee of the Stout Student Association.
- Oversee yearly responsibilities such as organization re-registration and creating a yearly calendar for event space reservations.
- Design and present a training program at the beginning of each semester for programming board members.
- Work with Communications Director to implement a monthly recognition program for members and the Executive Board.
- Evaluate directors and hold individual meetings with advisor and each director to conduct performance evaluations at the end of each semester.
- Cultivate work relationships with campus administration specifically Memorial Student Centers staff team.
- Seek out special projects to increase awareness of Blue Devil Productions.

Required Qualifications

- Held a position on the Blue Devil Productions Executive Board for at least 1 year

Desired Skills

- Full knowledge of all Blue Devil Productions policies and procedures
- Developed leadership and team building skills
- Experience managing a budget
- Conflict resolution and negotiation

Time Commitment

- Average of 15-20 hours a week including approximately:
 - 5 hours of meetings including, general member meetings, executive board meetings, and one-on-one meetings with executive board directors and advisor
 - 3-7 hours assisting with weekly events
 - Minimum of 8 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