



Homecoming & Films 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 Homecoming and Films 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 Blue Devil Productions films and Homecoming activities.

Position Responsibilities

- Work with SWANK agency to book dates for films by negotiating dates, terms, and fees.
- Facilitate film events, including set up, take down, and the event itself with the help of the executive board and general members.
- Offer creative ideas and events surrounding films to boost attendance and engagement
- Evaluate audience interests for films and Homecoming events, activities, and themes in collaboration with the Campus Engagement Director.
- Establish a plan for photography/videography of film and Homecoming events and convey that to the Visual Media Director.
- Discuss promotional graphic design ideas and deadlines for all printed materials needed for Film and Homecoming events with the Art Director.
- Provide event related website content to the Web Development Director.
- Develop campus promotional plans for events with the Art Director and Marketing Director.
- Plan, organize and execute all aspects of Homecoming including theme selection, decorations, schedule of events, prizes, and Spirit Award rules with the help of the Executive Board.
- Establish and deliver all rules and regulations associated with Homecoming Week activities to the executive board, participants, and Stout community through emails and meetings.

Desired Skills

- Knowledge of hit films and their release dates to public
- Event planning and organizational skills
- Teamwork, collaboration, and delegation
- Creativity and willingness to think outside the box with events and engagement ideas
- Sense of UW-Stout spirit and willingness to portray that through Homecoming events

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