



Music & Co-op 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 Music and Co-op 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 music series and collaborative Blue Devil Productions events. Blue Devil Productions music series includes events such as regional, national, and independent musical acts. Blue Devil Productions collaborative (co-op) events include collaborations with other UW-Stout organizations and departments to host events including but not limited to music, comedy, and other variety show events.

Position Responsibilities

- Evaluate audience interests for music and co-op events in collaboration with the Campus Engagement Director.
- Consult with agencies and artists directly to book entertainment. This includes negotiating dates, terms, and fees with possible acts for the music series.
- Develop promotional plans with the Art Director and Marketing Director for each music and co-op event.
- Provide event related website content to the Web Development Director.
- Consult with the Executive Board and general members to determine staffing needs for each event by providing a sign-up sheet for the event.
- Do all the advance work related to the production of the show such as hospitality orders, tech riders, staffing needs, security needs, ticketing process, etc.
- Serve as the day-of contact for music artists while they are on campus and ensure they have everything they need to run a successful event.
- Review acts and opportunities for booking cooperative programs and events.
- Design and implement a plan to inform organizations about cooperative programming opportunities

Desired Skills

- Knowledge of regional, national and local music trends
- Negotiation and professional communication skills when speaking with agents and clients
- Event planning and organizational skills
- Teamwork, collaboration, and delegation

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