



Music and 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 student 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.
- 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 performers while they are on campus and ensure they have everything they need to run a successful event.
- Work closely with ETC and schedule meetings when necessary to discuss the entirety of production for each show.
- Develop promotional plans with the marketing team for each music event and co-op event including discussing graphic design ideas and deadlines for all materials.
- Coordinate the audition and selection process of student musicians performing at music events.
- Coordinate with student organizations to plan and host cooperative programming.
- Work with Executive Producer to develop and present a budget plan for each event and a yearly budget plan for all music and co-op events.
- Assist in facilitating other weekly events, including set up, check in, and take down

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