



## **Communications Director**

Positions and Responsibilities for Blue Devil Productions

### **Position Summary**

The Communications Director shall conduct the daily tasks associated with maintaining the records and office functions of Blue Devil Productions. The Communications Director will manage all tasks related to e-mails, electronic postings, and member lists, and shall also coordinate recruitment of members. Duties can consist of the following, but are not limited to, email, poster archive, event attendance numbers, setting up event notices with Campus Life Today/UW Stout Today, meeting minutes, and recruiting.

### **Detailed Description**

- Design and maintain a plan for the recruitment of members for Blue Devil Productions while keeping track of member points and member prize packages.
- Create and oversee event posting for the Campus Life Today and UW Stout Today newsletters.
- Advise board on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Develop and maintain on campus e-mail distribution and mailing lists of Blue Devil Productions event attendees and likely attendees for future event marketing.
- Input all Blue Devil Production events to community news web pages.
- Take minutes at each Blue Devil Production meetings and distribute minutes to the appropriate parties within one hour of the meeting.
- Read and respond to Blue Devil Production correspondence, including voicemail and e-mail.
- Design and maintain an efficient office environment; server, including the maintenance of records, historical materials, agency materials, as well as office procedures.
- Submit and adhere to a schedule of no less than 5 weekly office hours, held in the Blue Devil Productions office.

### **Beneficial Knowledge to Position**

- Microsoft Outlook, Access, Excel, and Word
- Performance of administrative duties
- Ability to communicate with supervisors and peers
- Ability to organize, plan, and coordinate work of self and others
- Ability to write proficiently, concisely, and with humor