Music Director
Positions and Responsibilities for Blue Devil Productions

Position Summary
The Music Director shall coordinate the selection, contracting, promotion, day-of-show production, and evaluation of Blue Devil Lounge events. Blue Devil Lounge series includes events such as regional and independent musical acts with minimum technical requirements.

Detailed Description
• Work with production board and members to evaluate surveys and event attendance records to determine audience likes and dislikes in the area of the Blue Devil Lounge
• Work with agencies and contacts to book entertainment. Negotiate dates, terms, and fees with possible acts for the Blue Devil Lounge
• Manage BDP MySpace account to create relationships with performers in the region, and to market events.
• Consult with marketing directors to develop on and off campus promotional plans for each Blue Devil Lounge event
• Meet with Art Director to discuss promotional graphic design ideas and date requirements for all printed materials needed for each event
• Meet with the Multimedia Design director to establish event related website content (press releases, media clips, web links), as well as posting deadlines
• Consult with the programming board to determine staffing needs for each event
• Do ALL advance work related to the production of the show: press release, room reservations, hospitality orders, hotel reservations, technical requirements (Event Services), security, etc.
• Implement promotional plan and day-of-show work schedule, hosting artist, pre and post show music, etc.
• 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
• Ability to develop relationships with persons outside of BDP
• Ability to interpret and knowledge of regional and local music trends
• Decision making and problem solving Ability to communicate with supervisors, peers, and subordinates
• Negotiation skills
• Ability to perform administrative duties