



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