



BLUE DEVIL PRODUCTIONS

MUSIC // COMEDY // FILMS

Executive Producer

Positions and Responsibilities for Blue Devil Productions

Position Summary

The Executive Producer of Blue Devil Productions shall be the lead student position on the Production Board. The Executive Producer shall organize and run board meetings, coordinate staff training, oversee work of the directors, and coordinate budgets.

Detailed Description

- Meet weekly with the organization advisor to plan and set the agenda for the Blue Devil Productions weekly meeting.
- Lead the weekly Blue Devil Productions meetings.
- Meet monthly with the accounts manager to review budget expenditures.
- Oversee the work and track the progress of current projects.
- Budget coordination: The Executive Producer shall keep accurate records of the current budget situation, make recommendations for mid-year budget adjustments, and develop and propose the budget for the next fiscal year to the BDP membership as well as the Financial Affairs Committee of the Stout Student Association.
- Design and present a training program at the beginning of each semester for programming board members.
- Seek out special projects to increase awareness of Blue Devil Productions in the community. Cultivate work relationships with campus administration specifically MSC staff.
- Implement a monthly recognition program for members and board members with the Communications Director.
- Evaluate directors and hold individual meetings with advisor and each director to conduct performance evaluations at the end of each semester.
- 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

- Full knowledge of all BDP policies and procedures
- Accounting Skills (Microsoft Excel)
- Delegation, Leadership, Communication
- Ability to communicate with supervisors, peers, and subordinates
- Conflict resolution and negotiation