



# BLUE DEVIL PRODUCTIONS

MUSIC // COMEDY // FILMS

## Homecoming & Films Director

Positions and Responsibilities for Blue Devil Productions

### Position Summary

The Special Events & Films Director shall coordinate the selection, contracting, promotion, day-of-show production, and evaluation of all Blue Devil Productions films and Homecoming activities.

### Detailed Description

- Work with marketing directors to evaluate audience likes/dislikes in the area of films and UW-Stout Homecoming.
- Form a Homecoming Advisory committee before spring break to begin planning on Homecoming for the following year. Work on and decide the theme, royalty schedule of events, and spirit award rules.
- Put together all rules and regulations associated with Homecoming Week activities. Schedule and hold captains & royalty meetings prior to the start of Homecoming Week.
- Review acts and opportunities for booking in the area of cooperative programs and films. Design and implement a plan to inform organizations about cooperative programming opportunities
- Work with agencies to book dates for films by negotiating dates, terms, and fees.
- Consult with marketing and art directors to develop on and off campus promotional plans for events.
- 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 contact (press releases, media clips, etc), as well as posting deadlines.
- Do ALL the advance work related to the production of the show: press release, room reservations, technical issues, 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 schedule and oversee work of others
- Ability to communicate with supervisors, peers, and subordinates
- Ability to develop relationships with persons outside of BDP
- Decision making and problem solving
- Knowledge of hit films and their release dates to public