

**Student Programming Council
Director of Visual and Performing Arts
Position Description**

The SPC Director of Visual and Performing Arts is responsible and accountable to the Student Programming Council Board of Directors for developing a well-balanced and successful program of visual art exhibits, competitions and other related events suited to the needs and interests of the entire SIUC student body. These events should be delivered at an affordable cost to the students and include the Parents' Choice Art Show, Undergraduate Art Show, Purchase Awards Art Shows, regular exhibits in Art Alley, and open mic nights.

Board of Directors Requirements

1. Prepare and present official committee business for approval by SPC Board of Directors.
2. Keep SPC Board of Directors and Student Engagement staff informed of all committee decisions, programs and activities.
3. Schedule, post and maintain a minimum of 6 office hours per week within regular business hours during fall and spring semesters.
4. Attend and participate in all SPC Board of Director required meetings, programs and events.
5. Support and represent all activities, decisions and personnel of the Student Programming Council.
6. Maintain regular contact during breaks, with OSE staff and SPC Board of Directors to manage council business, programs and events.
7. Develop a working knowledge of and operate within the rules, policies and procedures of the Student Programming Council and Southern Illinois University Carbondale
8. Develop and submit the proposed committee budget for the upcoming fiscal year for approval by the SPC Board of Directors.
9. Schedule time for training and facilitate the orderly transfer of power with the Director-Elect.
10. Represent the best interests of the students and vote on all business before the SPC Board of Directors and vote when required.
11. Perform all required duties of the position description and other related duties as required by the SPC Board of Directors.

Committee Director Requirements

1. Recruit and retain the required number of committee members needed to conduct business.
2. Schedule, post and chair weekly committee meetings during Fall and Spring semesters.
3. Keep committee members informed and involved in all committee business and decisions.
4. Delegate responsibilities to and supervise all activities of committee members.
5. Maintain the committee membership list and submit it to the Vice Executive Director as required.
6. Serve as official scheduling officer for all committee programs, events and meetings.
7. Manage the committee operating budget as approved by the SPC Board of Directors
8. Organize and maintain the committee office space, files, resources and equipment.

Programming Requirements

1. Establish and coordinate a well-balanced program reflecting the needs and interests of the entire SIU Carbondale student body.
2. Plan and produce all committee programs and events in an effective and timely manner.
3. Develop and submit written evaluations of all committee program and events in a timely manner.
4. Seek out and secure co-sponsorships with student organizations, campus departments, community organizations and businesses.
5. Develop and implement effective promotional strategies for all committee programs and events.
6. Develop and maintain effective working relationships with visual and performing artists, art faculty, student center staff and members of the local media.
7. Supervise all day of show activities as required to produce successful programs and events.
8. Develop and implement surveys of to determine the programming needs and desires of the students.
9. Develop understanding of current trends in visual and performing arts and conduct research necessary to determine potential and appropriate exhibits and events.
10. Negotiate with student artists and other exhibitors, the best possible dates for exhibits.
11. Recruit, schedule and supervise exhibits in Art Alley in accordance with SPC and Student Center Policy.
12. Coordinate with the Student Center, the selection, purchase and display of art from the Annual Purchase Awards program.

Director-Elect Requirements

1. Schedule, post and maintain a minimum of 3 office hours per week within regular business hours while serving as Director-Elect.
2. Attend and participate in all required Director-Elect meetings, events, and training programs.
3. Attend and participate in as many SPC committee meetings and programs as possible.
4. Coordinate hands-on training and the orderly transfer of power with the current SPC Director of Visual and Performing Arts.
5. Meet with your Graduate advisor and the current director weekly.

Eligibility Requirements

1. Must be enrolled for a minimum of 6 credit hours as an undergraduate or 3 credit hours as a graduate at SIUC
2. Must have and maintain an overall grade point average of 2.30 or higher as an undergraduate and an overall grade point average of 3.25 as a graduate student as well as in good standing both academically and disciplinary at SIUC.
3. Should have some direct experience with programming and knowledge of area resources.
4. Must have the ability to motivate and work with students, other SPC directors and university staff.