UM Productions Director

UM Productions is a student-run, student-funded organization that has experienced enormous success for over 45 years at The University Of Montana. The mission of UMP is to provide a diverse array of entertainment to the campus, the community and western Montana. Positions at UMP provide students with an outstanding opportunity to develop personally and professionally. Due to the nature of the entertainment business and the commitment of UMP to maintain its outstanding reputation, only the most committed and enthusiastic shall be considered.

The Director is the catalyst for an active programming staff and agenda. The Director is a resource for ideas and concerns for all facets of UM Productions efforts. The Director is the link between the ASUM administration and the UM Productions office.

The position of the UM Productions Director is primarily administrative. Involvement in the productions process is handled in conjunction with the student coordinators in aiding them to book appropriate and feasible events and the ultimate production of those events. This process involves monitoring the coordination and production of events as well as the teaching of efficient time management and business skills. The Director is responsible for hiring, training, supervising, and motivating the coordinators, and handles all personnel issues and conflicts with advisors. The Director has final decision-making authority on all business and issues involving UM Productions employees and outside entities.

Upon authorization by the Director, in conjunction with the approval of the UM Productions advisor, the Coordinator in negotiation with the event sponsor will prepare a detailed budget for the event.

All contracts will be reviewed with the Coordinator, Director, and Advisor to:
1) Ensure correct information.
2) Ensure contract is appropriately signed.
3) Ensure the contract is then delivered to the appropriate party for execution.

The Director must be aware of and sensitive to the events on campus which may conflict with or detract from other campus events. UM Productions is designed to provide student entertainment and activities. Coordination of events must involve not only the student coordinators but other campus personnel whenever possible. The Director is responsible for all correspondence regarding the policies and business practices of UM Productions.

The Director prepares the annual budget for the next fiscal year and its presentation to the ASUM administration. This process should be in conjunction with the student coordinators and the UM Productions advisor. The Director also gathers materials for and coordinates annual staff training each spring.

Direct supervision of the UM Productions Director shall be with the ASUM President along with the guidance of the UM Productions advisors.

In order to hold the position of UM Productions Director, a student must be taking six or more credits each semester (with the exception of the summer semester). The salary for the UM Productions Director is based on 40 hours per pay period at a rate of Minimum wage +$0.50 per hour. **Required with this position is a minimum of 15 hours of office time per week.** The Director, however, is responsible for the operation of the office should the work load exceed this estimation.