

AIGA DFW Director of Programming

Minimum Tenure: 2 years

Maximum Tenure: 4 years

Mission:

Facilitate the development of programs that fulfill the goals of the organization and bring people together in inclusive spaces for valuable experiences that inspire, educate, and serve the local design community.

Responsibilities:

- Envision and draft an annual calendar of events based on member feedback, event sales reports, national initiatives, and board/committee goals
- Maintain clearly defined objectives for each program
- Develop and maintain a comprehensive kit to guide program chairs through successful event planning and execution, with easy checklists
- Monitor sales of live events and work with communication team to maximize attendance
- Maintain progress reports and post-mortems for each program with tips for future improvements
- Monitor progress of individual program chairs to ensure timely delivery of art and copy
- Establish and maintain a list of potential panelists / design topics
- Ensure that all guests / partners are in the loop, have links to cross-promote events, and are graciously and formally thanked with 24 hours of event end
- Attend at least half of AIGA DFW events, one board meeting per month, and the annual board retreat

Skills + Traits

- Excellent verbal and written communication skills.
- Experience managing projects and keeping a detailed follow up schedule.
- Organized and can easily multitask on a variety of projects.
- Works well remotely: resourceful, independent, self-motivated, digital team player
- Possess cross-cultural literacy