AIGA DFW Director of Communications
Minimum Tenure: 2 years
Maximum Tenure: 4 years

Mission:
Direct the communication of chapter events, initiatives, and news to the design community at large in alignment with the organization's mission and values to invite and encourage engagement.

Responsibilities:
- Manage a team of volunteers to maintain public communications between the organization and the DFW design community. Team responsibilities include:
    - Publishing events to Eventbrite
    - Newsletter development and scheduling
    - Website edits and maintenance
    - Managing social media media presence
- Direct all public facing creative in accordance with AIGA brand standards, mission, and social media guidelines.
- Review and make edit requests for all artwork to ensure that only strong, professional creative is approved and published, maintaining a positive and consistent image for the organization.
- Collaborate with the executive board to deliver key messages of chapter goals.
- Maintain a deliverables calendar to ensure that all programs are live 6 weeks in advance.
- Work with each program chair to effectively communicate their needs, goals, and events to the public.
- Monitor event registration and strategize/pivot as needed to ensure maximum attendance and generate excitement.
- At board meetings, ask for written announcements of new initiatives, blog posts related to program successes, etc to keep "news" section of the website frequently populated.
- Ensure team responsiveness to all inquiries / comments across social channels.
- Hold monthly communication team meetings to discuss goals, best practices, applaud achievements, strategize engagement, and plan changes as necessary.
- Maintain one-on-one contact with team members to ensure that strengths are leveraged and that individuals are satisfied / feel like an appreciated part of your crew.
- 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.
- Expert level knowledge of design principles and industry standards.
- Comfortable critiquing the work of others and requesting iterations.
- Experience managing people and keeping them motivated.
- Organized and can easily multitask.
- Ability to manage and monitor multiple people and different projects.
- Works well remotely: resourceful, independent, self-motivated, digital team player.
- Possesses cross-cultural literacy.