



**AIGA Minnesota**

AIGA | the professional association for design

## **AIGA Minnesota Job Description Director of Legacy Programming**

### *Purpose of Position*

This position will oversee Chapter programming efforts that produce the Chapter's legacy events. The Director will ensure that these events continue to be developed in the Chapter's best interests, are produced within budget and contract terms, and are revenue-generating or revenue-neutral. Further, the Director will ensure that, commensurate with longstanding tradition, these events continue to align with Chapter objectives by offering benefits including educational and networking opportunities to the Chapter membership. The Director will not run or micromanage the events listed below. Rather, the Director will oversee the formation and smooth and continued operation of committees who, led by their respective committee Chairs, will actually produce the events. The Director will also oversee the Associate Director of Programming Opportunities.

### *Responsible for overseeing the following events*

1. Insights Lectures Series
2. Design Show
3. Portfolio 1-on-1
4. Luncheons Series
5. Design Camp

### *General Responsibilities*

1. Recruit (in association with the Director of Volunteers) and train the Chairs for each event to provide continuity and timeliness of committee formation
2. Assist the committee Chair to kick-off each program's first committee meeting
3. Develop general timelines for each event
4. Help to develop and oversee communications plans for each event, in conjunction with the committee Chair and the Director of Communications
5. Maintain binders for each event (digital and/or physical)
6. Collect and archive necessary documents for each event, in conjunction with the Chair and the Chapter's Archivist
7. Work with the committee Chairs to develop pre- and post-event surveys and reports for filing with the Board of Directors
8. Consistently update the Board on the progress of events
9. Ensure that committees are staying on track, following through to meet expectations and goals, and meeting deadlines
10. Serve as liaison between committees and necessary Board or Chapter resources
11. Work hand-in-hand with Treasurer and committee Chairs to develop and adhere to event budgets and to present and approve expenditures
12. Actively coordinate timely communication between the committee and necessary contract-signing members of the Board (such as the Treasurer or the President)
13. Stay informed with the committee Chairs and committee members by attending necessary committee meetings to observe progress
14. Work with Director of Career Practice to incorporate affinity group needs into



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### Chapter legacy events

15. Meet regularly with the other Programming Directors and the Executive Committee to ensure that all Chapter programming continues to meet member needs while being effectively produced.
16. Oversee the Associate Director of Programming Opportunities, who identifies internal and external programming partnership opportunities for the Chapter.
17. Work with the Director of Career Practice and the Associate Director of Programming Opportunities to maintain the master programming calendar, to ensure programs do not overlap and that the chapter does not suffer from over-programming.

### *Required Areas of Expertise and Work Experience (required)*

1. Minimum 3 years experience in professional practice in design or related/affiliated field and have a long-standing interest in programming
2. Previous team or committee experience (in any capacity); must be a team player
3. Previous AIGA committee experience

### *Critical Knowledge and/or Skills (preferred)*

1. Previous experience leading/working with volunteers
2. Good communication skills
3. Previous non-profit board experience a plus

### *Teams & Resources*

1. Director of Volunteers: work together to see the success of the initial steps of planning and execution of events led by volunteers
2. Fellow Programming Directors, Associate Directors, and committees
3. Event committee chairs and committee members
4. Treasurer
5. Director of Development and Associate Director of Development
6. Director of Interactive Management
7. Director of Communications
8. Director of Operations
9. Associate Director of Archives

### *Powers, Nomination and Term*

1. **POWERS:** Voting member of the AIGA Minnesota board of directors.
2. **NOMINATION:** Nominated by any AIGA Minnesota member or self-nominated for consideration by the AIGA Minnesota nominating committee; appointed to the slate by the nominating committee; ratified to serve on the board by majority vote of the membership.
3. **TERM:** 2 years, with option to reapply for second and third term. Not to exceed maximum of 6 consecutive years of (voting) Chapter board service.