

## AIGA Minnesota Job Description Associate Director of Career Stages

### *Purpose of position*

This position will represent and oversee Chapter programming efforts and initiatives that serve the membership segments in terms of their Career Stages (e.g. Emerging Designers and Expert Designers). The Associate Director, who reports to the Director of Career Practice, will ensure that programs and initiatives generated for the benefit of these segments are developed in the Chapter's best interests, are open to all members, are sustainably produced and within budget. Further, the Associate Director will ensure that programs align with Chapter objectives by offering benefits including inspirational, educational, and networking opportunities to the membership.

The Associate Director will not run or micromanage the efforts of the Career Stages committees. Rather, the Associate Director will consult with and guide the Chairs as they lead their committees in proposing and developing initiatives and producing programming.

*The Associate Director of Career Stages will supervise...*

*Chair of Emerging Designers*

*Chair of Expert Designers*

*...and work in tandem with the Associate Director of Career Specialties who supervises...*

*Chair of In-House Designers*

*Chair of Solopreneurs*

*Chair of UX Designers*

### *General Responsibilities*

- 1) Help recruit, appoint, and provide procedure training for Chairs and members of each committee, and maintain continuity between changes in committee leadership.
- 2) Listen to, suggest, and guide initiatives development and programming plans generated by Chairs, and solicit the approval of the Chapter Board as needed.
- 3) Work with the Chairs to develop communications and marketing plans, pre- and post-event surveys, and program summaries according to guidelines created by the Director of Communications and AD of Social Media.
- 4) Consistently update the Director of Career Practice on the progress of the Career Stages committees in achieving Chapter goals and implementing their initiatives and programs. Produce a monthly report reflecting these accomplishments and goals to be filed in a timely manner with the Board of Directors.
- 5) Ensure that Career Stages Chairs are meeting member needs as well as Chapter expectations and goals, achieving communications deadlines and programming budgets, and integrating programming with other Chapter groups as appropriate.
- 6) Serve as liaison between the Career Stages committees and the Director of Career Practice, and help make connections between Career Stages and other Chapter resources.
- 7) Work hand-in-hand with the Chairs to develop and adhere to program budgets and to present and obtain Executive Committee approval of expenditures.
- 8) Actively coordinate timely communication between Career Stages Chairs, the Director of Career Practice, and contract-signing members of the Board (such as the Treasurer or the President) when required.
- 9) Consult with the Director of Career Practice, and subsequently the Director of Membership, to identify and form new Career Stages committees that meet the changing needs of the Chapter's membership. Ensure that current Career Stages committees reflect actual membership composition.
- 10) Work with the Chairs of Legacy Programs to incorporate Career Stages components into or partner/merge with Chapter legacy events.
- 11) Meet quarterly with Integrated Programming Council to ensure that all Chapter programming continues to meet member needs, while being effectively and efficiently produced, and to identify and help develop new programming opportunities to present to the Board.
- 12) Consult with Director of Career Practice to maintain the master programming calendar, to

- ensure programs do not overlap and that the chapter does not suffer from over-programming.
- 13) Encourage Chairs to participate in AIGA National discussion groups related to their Career Stages. Suggest sharing Minnesota's knowledge as well as taking advantage of other Chapters' resources.
  - 14) Attend annual Chapter Board Retreat as invited, and consider applying to represent Minnesota at annual National Leadership Retreat.

*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 initiative development and 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) Career Practice groups: Consult with the Director of Career Practice and coordinate ideas and activities with the Associate Director of Career Specialties.
- 2) Programming and Communication teams: Collaborate with regarding Career Stages initiatives.
- 3) Programming Council: Participate and attend quarterly meetings.
- 4) Director of Membership: Work with to identify potential new Career Stages groups and coordinate volunteer recruitment.
- 5) Director of Operations: Work with to coordinate Career Stages programming needs.
- 6) Director of Education: Work with to develop mentoring opportunities between Career Stages members and students.

*Powers, Nomination, and Terms*

- 1) Powers: Non-voting Associate Director member of the AIGA Minnesota Board of Directors.
- 2) Nomination: Nominated by any AIGA Minnesota member or self-nominated. Following application and interview, appointment to serve on the Board is by majority vote of the Board.
- 3) Term: Two years, with option to reapply for subsequent terms