

AIGA Minnesota Job Description

Associate Director of Programming Opportunities

Purpose of Position

This position reports to the Director of Legacy Programming and will oversee Chapter efforts to identify internal and external programming partnership opportunities for the Chapter membership and lead efforts to develop these opportunities into actual events or programs. The Associate Director will also collaborate with the Director of Career Practice, the AD of Career Specialties, and the AD of Career Stages to see if the partnership opportunities can be integrated into legacy or career programming. As new programs or events are developed the AD of Programming Opportunities will ensure that these programs are developed in the Chapter's best interests, the Associate Director will ensure that programs align with Chapter objectives by offering benefits including educational and networking opportunities to the Chapter membership.

Responsible for

1. Leading efforts to integrate partnerships with external organizations into existing AIGA Minnesota programming by pairing the opportunity with the appropriate career group or legacy program.
2. Cross-promoting and partnering with the AIGA national organization, other AIGA chapters to provide programming opportunities to AIGA Minnesota members

General Responsibilities

1. Identify and lead efforts to pair new partnership opportunities with an existing group within AIGA Minnesota. If the program does not naturally pair with an existing group, the Associate Director of Opportunities will work with the Programming Directors, Director of Membership and the President to form a committee for the event, led by a Chair, and oversee these efforts.
2. Lead Chapter efforts to develop programs driven in partnership with the national AIGA organization.
3. Actively maintain relationships with representatives from other AIGA chapters and similar local professional associations and organizations. *For example: AdFed, MIMA, IABC, Mia, Art Buddies, AIA, Walker Art Center, etc.*
4. Help to develop and oversee communications plans for each event, in conjunction with the committee Chair and the Director of Communications
5. Collect and archive necessary documents for each event, in conjunction with the event committee and the Chapter's Archivist
6. Work with event committees to develop pre- and post-event surveys and reports
7. Consistently update the Board on the progress of events
8. Ensure that event committees are staying on track, following through to meet expectations and goals, and meeting deadlines
9. Serve as liaison between event committees and necessary Board or Chapter resources
10. Work hand-in-hand with event committees to develop and adhere to event budgets and to present and approve expenditures
11. Actively coordinate timely communication between event committees and necessary contract-signing members of the Board (Treasurer or President)
12. Stay informed with the event committees by attending necessary committee meetings to observe their progress

13. Meet regularly with the Programming Directors and the Executive Committee to ensure that all Chapter programming continues to meet member needs while being effectively produced.
14. Work with the Director of Legacy Programming and the 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.

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 Membership – work together to see the success of the initial steps of planning and execution of events led by volunteers
2. Programming Directors and committees
3. Event committee chairs and committee members
4. President
5. Director of Development and Associate Director of Development
6. Director of Communications
7. Treasurer
8. Associate Director of Archives

Powers, Nomination and Term

1. POWERS: Non-voting associate member of the AIGA Minnesota board of directors.
2. NOMINATION: Nominated by any AIGA Minnesota member or self-nominated; appointed to serve on the board by majority vote of the board.
3. TERM: 2 years, with option to reapply for additional terms.