

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 / event
- Develop and maintain a comprehensive kit to guide event directors through successful event planning and execution, with easy checklists
- Monitor sales for all live events and work with communications team to maximize attendance
- Maintain progress reports and post-mortems for all events with tips for future improvements.
- Seek and maintain relationships with venues and partners, keeping a running document of contacts and engagements.
- Monitor progress of committee chairs running individual events to ensure timely delivery of art and copy
- Establish and maintain a list of potential speakers/panelists
- Ensure that all speakers / partners are in the loop, have links to cross-promote events, and are graciously and formally thanked with 24 hours of event end.
- Hold monthly committee meetings to discuss goals, remind team of 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.

Skills + Traits