

## **Design Week Director**

AIGA Cincinnati

### **Position Description**

The Design Week Director is responsible for overseeing the planning, purpose, and direction of our annual Cincinnati Design Week in collaboration with the Executive Team. They serve as the main point of contact for all CDW planning, until events have been assigned to individual board members. Although CDW is a team effort, the Design Week Director is responsible for initial planning and delegating, and ensuring things go off without a hitch. The Design Week Director reports to the Co-Presidents.

### **Duties Include:**

- Create the week's schedule of events with the Co-Presidents, selecting which organizations are invited to participate
- Work with the executive committee to ensure that our initiatives are appropriately represented, and that all events positively represent AIGA Cincinnati
- Work with outside partners (other organizations, companies, agencies, etc.) to create events and partnership opportunities for the week
- Leverage existing connections and relationships to create a memorable experience for our local creative community
- Work with the team to ensure appropriate sponsorship is met and that a profitable budget is maintained
- Set deadlines for the team, outside partners, and others involved in CDW planning
- Work with the appropriate team members to ensure that the events are set up appropriately and on time
- Coordinate promotion of CDW with the Communications Director & Communications Assistant
- Prioritize the importance of each event, and ensure that it is given the appropriate amount of promotion in the short timeline leading up to CDW
- Maintain / create all CDW promo materials, with support from the team as needed, ensuring that the brand stays current and is a positive reflection of design in Cincinnati
- Ensure that the entire team participates in CDW in some way, via volunteering, planning, and event execution. CDW is a team sport.

**General Board Requirements:**

- Be an AIGA member at the Supporting level (\$150/year) or higher
- Be an active member of the Cincinnati creative community and an advocate for the power of design
- Attend or call into once a month board meeting (at least 9 out of 11)
- Attend roughly 80% of AIGA events
- Have an interest in serving on the board for a 2 year term
- Have ~2 hours per week to dedicate to the position (this is flexible depending on time of year)