

Want to be on board?

AIGA Baltimore recently restructured the board. From this change, there are several new positions that we are looking to fill. Have you wanted to be more involved with the chapter? Now is your chance!

WE ARE LOOKING FOR PEOPLE WHO ARE

- Organized and dependable
- Able to work as a team with other board members and volunteers
- Passionate about design

ALL APPLICANTS SHOULD KNOW

- Board members must pay their AIGA membership fee each year
- Being on the board is an unpaid volunteer position
- AIGA Baltimore events are almost always free for board members
- Board members need to participate in monthly board/director meetings
- Additional meetings and responsibilities may also be required

TO APPLY

Send the following to info@baltimore.aiga.org

- Brief explanation of what you can bring to AIGA Baltimore
- Brief explanation of how AIGA Baltimore can benefit you
- Resume
- Note which positions interest you (*open positions begin on the following page*)
- **For those interested in Print Publications Chair, please also include three work examples in a PDF or a link to your portfolio.**

ABOUT AIGA BALTIMORE

AIGA Baltimore is the first place to turn for inspiration, professional development and excellence in design in Baltimore. Our mission is to advance designing as a professional craft, strategic tool and vital cultural force. We encourage the exchange of ideas and information among professionals involved in design and other related fields.

Who We Are

Founded in 1988, AIGA Baltimore has over 350 professional, associate and student members from Baltimore and the surrounding area. Our members represent a variety of professions under the umbrella of communication design, ranging from book and type design to interactive design and experience design.

What We Do

AIGA Baltimore supports the interests of professionals, educators and students who are engaged in the process of designing, regardless of where they are in the arc of their careers. We strive to provide initiatives and programming to further the larger conversation of design within our society. The AIGA Baltimore chapter serves as a resource for not only designers and students, but also for the Baltimore business community.

Open Positions

EDUCATION & PROFESSIONAL DEVELOPMENT DIRECTOR

- Manage and plan winter and spring portfolio reviews for students
- Be a direct connection for our chapter to the many student groups in the area
- Develop programming to fulfill professional development needs and any other programs for students as needed
- Reports to President and Vice President
- *Recommended for those who have an interest in working with students and aiding people at all levels of professional development*
- *Suggested ideas*
 - *Ice Cream Social with individual student chapters*
 - *Printer/Studio Tours*
 - *Web Design for Print Designers or HTML /CSS Basics*
 - *Business Basics for Freelancers*

SOCIAL DESIGN DIRECTOR

- Educates local community about social design initiatives
- Coordinates projects and initiatives that address social issues and causes relevant to the Baltimore design community
- Supports AIGA National's Design for Good initiative
- Reports to President and Vice President
- *Recommended for those who are passionate about social design*
- *Suggested ideas*
 - *Blog and Twitter posts educating AIGA Baltimore followers*
 - *Lecture series involving a mix of local and national speakers*
 - *Social design initiative or project for our members to participate in*

PRINT PUBLICATIONS CHAIR

- Develop and manage regularly printed materials to be sent to members
- Manage volunteers as necessary to help with creation of printed items
- Reports to Communication Director
- *Recommended for those that love designing for print*
- *Suggested ideas*
 - *Postcard series on sustainability*
 - *Literacy poster competition in conjunction with Enoch Pratt*
 - *Baltimore Design Competition*
 - *AIGA Baltimore Annual Report or State of the Chapter Report*
- **Please include three work examples in a PDF or a link to your portfolio with your application.**

DIGITAL PUBLICATIONS CHAIR

- Oversee eNewsletter and blog site
- Manage volunteers as necessary to help with creation of content
- Reports to Communication Director
- *Recommended for those that like writing about design*
- *Suggested ideas*
 - *Write about current hot topics in the design field*
 - *Conduct interviews with industry leaders*
 - *Have volunteer writers assist with additional topics*

Open Positions continued

WEB CHAIR

- Maintain chapter website
- Build all e-blasts and manage timing of releases
- Develop and oversee microsites
- Reports to Communication Director
- *Recommended for those that love web design*
- *Suggested ideas*
 - *Design a cohesive look for website, blog and email blasts*
 - *Coordinate an introductory web workshop for print based designers*
- **Please include three website examples or a link to your portfolio with your application.**

MEMBERSHIP CHAIR

- Develop at least one “members only” event
- Create and manage distribution of a welcome packet (digital or printed) to new members
- Reach out to members with lapsed memberships or up for renewal
- Develop ways to increase our membership
- Reports to Communication Director
- *Recommended for those who enjoy talking to new people*
- *Suggested ideas*
 - *Welcome kit for new members*
 - *Happy hour for new members*
 - *Event recognizing long-time members (10+ years)*

SPONSORSHIP CHAIR

- Identify and build relationships with potential sponsors that can be long-term sponsors for the chapter and its members
- Maintain list of sponsors and agreements
- Ensure sponsors are being properly acknowledged and thanked
- Reports to Communication Director
- *Recommended for those who have an interest in making contacts with providers in the design industry*

NETWORKING CHAIR

- Identify and organize networking opportunities for chapter members
- Plan and manage monthly Blend events, including acquiring monthly sponsors, securing locations and preparing information for communication distribution
- Reports to Programming Director
- *Recommended for those who enjoy talking to new people and socializing*

CONVERSE CHAIR

- Plan and manage all Converse (roundtables) events (6 a year on the third Thursday of odd numbered months)
- Includes securing location, selecting topic and preparing information for communication distribution
- Reports to Programming Director
- *Recommended for those who enjoy talking in intimate groups about current design topics*