

VP of Communications, AIGA Arizona

Positions Report to: Executive Team

Start/End Date: July 2022 - June 2024

Hours: 5+ per week

OUR ORGANIZATION:

Founded in 1914 as the American Institute of Graphic Arts, AIGA is now known simply as “AIGA, the professional association for design.” In 1989, the Arizona chapter was formed to serve the entire community of professionals across the state. AIGA Arizona’s mission is to nurture creative curiosity and use programming, resources and mentorship to empower the voices in our community to create a lasting impact. We recognize diversity through professional backgrounds, years of practice, areas of professional experience, economic level, cultural background, age, ethnicity, place of origin, sexual orientation, gender identity, and cognitive and physical abilities.

AIGA is the profession’s oldest and largest professional membership organization for design—with more than 70 chapters and more than 18,000 members—we build programming to help improve design ability. We connect with complementary disciplines of creativity and expression. We prioritize social impact. And we promote community excellence. We provide resources and access to all creative professionals within our state and make sure that underrepresented communities have a seat at our table. Because to us, it’s not about where you came from. Or what awards you’ve won. It’s about using creativity to make a difference exactly where you are.

For more information about AIGA Arizona, please visit us at <https://aigaaz.org>.

THE ROLE:

The VP of Communications is responsible for building awareness within the local membership and creative community of AIGA Arizona and its events and initiatives through all chapter communication channels. The VP reports directly to the executive committee and oversees the Communications Committee to ensure all communication channels are properly updated and maintained.

Committee members include (but are not limited to):

- Social media director
- Social media chair
- Design chair
- Web/technology chair
- Newsletter chair
- Other communications volunteers like copywriters and proofreaders.

WHAT YOU WILL ACCOMPLISH:

- Works closely with Programming and Community Engagement committees to assure communication efforts meet the needs of our members and represent the AIGA brand and community effectively, appropriately, and consistently
- Ensures website, newsletter and social media event descriptions and content are kept consistent and up-to-date

- Oversees maintenance of content calendars as well as design of graphics used on the website, newsletter and on social media channels
- Identifies PR and other community-based opportunities representing AIGA Arizona as the top creative community resource
- Oversee the committee responsible for executing
 - Newsletter ([Example found here](#))
 - Promotion of upcoming events
 - Consistent social media posting (ties into event promotion, and mostly includes “shares/reposts”)
- Provides mentorship to Communication Chairs

WHO SHOULD APPLY:

- Creative and strategic thinkers – risk-takers welcome!
- Previous experience in marketing & communications, board experience is a plus
- Project management and ability to execute
- Direct management of small team

HOW TO APPLY:

We are very excited to review your application. Please follow the steps below and you should hear from our team within 72 hours to confirm receipt. All documents and questions should be submitted to apply@arizona.aiga.org.

1. **Letter of Intent:** please submit a one page letter of intent explaining why you are interested in the role and what makes you particularly qualified for the position.
2. **Current Resume and Contact Information**
3. **Two professional reference statements:** may be current or former supervisors or colleagues.
 - a. This is a 250-500 word minimum statement that speaks to the skills required for the role, and why the candidate is a fit.
4. **Completed Tasks:**
 - a. List of up to 5 recently completed (within the last 5 years) tasks, assignments, positions, etc. that you would be relevant to this particular position. Please include a brief description of each and how that experience may be relevant to this position.