



LA

the professional association for design

P.O. Box 361400
Los Angeles, CA 90036

@AIGALosAngeles
[losangeles.aiga.org](https://www.losangeles.aiga.org)

If you have any
questions, please
submit them through
our [contact form here](#).

AIGA LA 2024 Open Chair Position Descriptions

Interested in volunteering with AIGA LA as a volunteer chair? Chair positions are open to anyone 18 years and up who is interested in giving back to the Los Angeles design community. AIGA membership is not required. Chair positions are a 1-year term. Qualified applicants will be contacted to be interviewed by the Board of Directors team overseeing the chair position role(s).

Please note that chair positions are not director positions and chairs will be unable to vote on board business items.

Interested in applying? Please fill out our [application form here](#).

Open Chair Positions

Interactive Web Chair
Event Production Chair
Event Communications Chair
Speaker Series Chair
Workshop Series Chair
Studio Tour Chair
Venue Chair

Content/Marketing Open Chair Position

INTERACTIVE WEB CHAIR

Responsible for maintaining AIGA LA's web presence.

CORE RESPONSIBILITIES

- * Make updates/changes to the chapter website updates
- * Possible ad hoc projects, website design & development (as needed)
- * Works closely under the Marketing & Content Directors
- * Create monthly reports on engagement and alignment with chapter vision

YOU ARE SOMEONE WHO...

- * must love coding, design and working on websites
- * MUST know WordPress, with some HTML and CSS

Event Programming Open Chair Positions

The Event Programming Committee conceives and executes creative, business and environmentally focused events that are relevant to our members, colleagues, chapter partners, the businesses we serve as professionals and the culture of our city. Our events create value for AIGA LA and help build community. The Programming Board, Programming Directors, Event Producers, Event Chairs and Event Coordinators work together to manage event content and identify program formats, venues, speakers and exhibits. We manage catering, AV, invitations, ticket sales, outreach, venue sourcing, and other needs within budget. The Committee is open to any members who are interested in volunteering.



LA

the professional association for design

P.O. Box 361400
Los Angeles, CA 90036

@AIGALosAngeles
losangeles.aiga.org

If you have any questions, please submit them through our [contact form here](#).

EVENT PRODUCTION CHAIRS (2 POSITIONS OPEN)

CORE RESPONSIBILITIES

- * Coordinate needed materials, like A/V equipment, name tags, mingle cards, rentals (tables, chairs) if needed, food & drinks (and any associated items) if needed
- * Attends once-monthly programming meeting on Monday evenings

YOU ARE SOMEONE WHO...

- * has availability to attend events in-person on a biweekly or monthly basis. Most events happen during the week / evenings, with a rare few events happening on the weekends (workshops, mixers).
- * is approachable, social, and friendly

EVENT COMMUNICATIONS CHAIR

CORE RESPONSIBILITIES

- * Pre-event communications that include a detailed email with event information (address, parking & transportation access information, contact information for on-site organizer, any additional details that need to be communicated).
- * Post-event communications that include distribution of the post-event survey & email that carries it, and inclusion of any photography or links to photography from the event.
- * Attends once-monthly programming meeting on Monday evenings

YOU ARE SOMEONE WHO...

- * Has an online presence that attendees can connect with
- * Has attention to detail when drafting and sending emails to large groups
- * Has strong writing skills
- * Can meet communications deadlines based on event timing

SPEAKER SERIES CHAIR

CORE RESPONSIBILITIES

- * Represent AIGA LA when asking potential speakers to join our program
- * Research, source, and identify speakers who would be a great fit for our community
- * Coordinate calendars with AIGA LA / Event Production Chair(s), speakers, and programming directors to get all necessary participants on board
- * Is diligent with follow through over phone, text, email and any other necessary communications channels with potential speakers to make sure that the events happen

YOU ARE SOMEONE WHO...

- * is a proactive planner
- * is excited to conduct outreach through their own network and the networks of their peers / other Board members
- * sources engaging, educational, and informative speakers from across the design industry every 2-3 months or on the cadence determined by the Programming Directors

Note: Speaker events range from panel events and keynote speakers to fireside chats and more. Speakers can be embedded employees within design agencies, company owners, seasoned directors from other chapters, individuals from large industries (music, film, entertainment) across Los Angeles, and more.



the professional association for design

P.O. Box 361400
Los Angeles, CA 90036

@AIGALosAngeles
[losangeles.aiga.org](https://www.losangeles.aiga.org)

If you have any
questions, please
submit them through
our [contact form here](#).

WORKSHOP SERIES CHAIR

CORE RESPONSIBILITIES

- * Represent AIGA LA when asking potential workshop leaders to join our program
- * Research, source, and identify workshops that would be a great fit for our community
- * Coordinate calendars with AIGA LA / Event Production Chair(s), workshop leaders, and programming directors to get all necessary participants on board

YOU ARE SOMEONE WHO...

- * is a proactive planner who is eager to learn and share knowledge across the design community
- * has a vast knowledge of creative opportunities and awareness of design tools to learn

Note: Workshops can be both in-person or online, and may include UI/UX design, AI design, typography, exploration of art mediums, and more. Workshops are conducted every 2-3 months or on the cadence determined by the Programming Directors

STUDIO TOUR CHAIR

CORE RESPONSIBILITIES

- * Reaches out to all different types of studios, from production studios to professional agencies
- * Represent AIGA LA when asking potential studios to join our program
- * Attend once-monthly meetings

YOU ARE SOMEONE WHO...

- * is a proactive planner
- * is excited to dip a toe into the working environments of design studios across the city
- * has strong business acumen (important for outreach to and communication with studios)

Note: The intention of a studio tour is to expose new or emerging designers to the possibilities of opportunity across design. Studio Tours happen every 2-3 months or on the cadence determined by the Programming Directors.

VENUE CHAIR

CORE RESPONSIBILITIES

- * Reach out to different companies to ask about venue spaces and non-profit pricing
- * Tour venue spaces as needed
- * Attend once-monthly programming meetings

YOU ARE SOMEONE WHO...

- * has exposure & access to all parts of Los Angeles County (from Long Beach to Pasadena, from Sherman Oaks to Downtown, from Woodland Hills to South Bay)
- * is eager to learn more about (or already knows how to) assessing different types of venue spaces for different types of events (workshops, speaker events, mixers)
- * frequently checks email to coordinate back and forth with a variety of venues
- * is organized across file systems (saving information and PDF forms, etc.)

Interested in applying? Please fill out our [application form here](#).