

Volunteer Opportunity: IGDA Foundation Program Director (IGDA Scholars at GDC)
Remote; Requires Own Equipment
Expected Time Commitment: 0-10 hours/week, scaling up as GDC approaches.

The IGDA Foundation believes that everyone in the world should love playing games, and the most effective way to achieve that goal is to support an industry of game developers that is representative of all of humanity. Our programs, including IGDA Scholars, Women in Games Ambassadors, and Next Gen Leaders, support aspiring and current game developers as they work to make game development an inclusive, positive community.

The IGDA Foundation is opening calls for a volunteer Program Director for the IGDA Scholars program for GDC. This role is an unpaid position; however, the Program Director will receive an All-Access GDC pass, as well as coverage of their travel expenses for GDC. The volunteer must be available to attend GDC.

[IGDA Scholars](#), which will be offered for the 17th consecutive year at GDC 2018, provides an opportunity for high-potential undergraduate and graduate students interested in pursuing a career in game development to learn more about game development as a profession. A secondary goal of the IGDA Scholars program is to introduce participants to diverse perspectives around game development as a medium and career, with emphasis on selecting participants from different academic programs and countries, and with interests in different disciplines. The program includes an All-Access GDC pass, a travel stipend, studio tours, individually-matched mentors, and exclusive developer Q&A sessions.

The Program Director manages the overall IGDA Scholars program and its execution team of two Program Coordinators. The Program Director runs regular meetings, as needed, with IGDA Scholars volunteers and IGDA Foundation leadership to provide updates, delegate tasks, and deliver a successful program. Their tasks will include but not be limited to:

- Management of program expenses within the budget provided by the IGDA Foundation.
- On-boarding and management of individual program volunteers.
- Delivering the program elements, including applicant notification, and post-conference followup, according to the schedule provided by the IGDA Foundation.
- With support from the IGDA Foundation Operations Manager, communication with event location, conference, vendors, and partners as needed for asset delivery, booking, and scheduling.
- With input from the IGDA Foundation Executive Director, selection of program elements including guest speakers, information sessions, and mentors.
- Management of and communication with mentors, judges, and speakers to execute program, including judging phase, Q&A sessions, studio tours, and other special events.
- Acting as the primary point of contact for scholarship recipients before, during, and after GDC to field questions, provide materials, and disseminate program information.
- Updating the IGDA Scholars website and social media channels, as appropriate.

A successful Program Director:

- Makes a meaningful impact on the experience of IGDA Foundation volunteers and program participants through their preparation, attention to detail, and ability to adjust to new challenges and unforeseen complications.
- Is able to communicate clearly with a wide and varied audience. They are as comfortable, and successful, describing the Foundation's programs to a CEO as they are in answering the questions of a student program participant.
- Has demonstrated significant success planning events that have 50 or more participants, and that are held in remote locations.
- Has successfully adhered to budgets.
- Is comfortable asking for help when tasks are unclear or the situation takes an unexpected turn. They also take ownership of resolving problems, as is appropriate to their skills and authority.
- Firmly believes in the mission of the IGDA Foundation. They understand the power of representation and modeling an inclusive industry, and consider how to be a champion of diversity in their actions.

To apply for the position, send a resume and cover letter to jen@igdafoundation.org.