

TEDxUTSC Application: Director of Communications

2019 Executive Team | Deadline: August 1st, 2018 at 11:59 PM

Email all applications to info@tedxutsc.com attaching your résumé and completed application (PDF format preferred). Please title the application file name as follows: “Position_Name_Application”. Please title the resume file name as follows: “Position_Name_Resume”. Thanks!

TED is an internationally recognized symbol for ideas worth spreading and by applying to this position your fundamental task will be to embody that concept in all that you do. You will become a crucial member in one of the most zealous teams on campus as we work closely together to proudly represent the TEDx brand at UTSC.

You will have the exclusive experience in organizing one of the most influential events at this University as you collaborate with other idea generators such as yourself. We’re looking for someone who exudes confidence, dedication and above all, passion for the TED initiative. The unique qualities you bring to the team will help foster engagement within the UTSC community as you nurture ideas to life.

By joining the TEDxUTSC team, you are partaking in a long-lasting legacy—a mission to unite ideas worth spreading where *tomorrow is created*.

Job Description

As the **Director of Communications**, you will embody the brand of TEDxUTSC and produce unique marketing messages to successfully engage the intended audience through internal media channels. We are looking for an outspoken, charismatic and creative individual to be the voice of TEDxUTSC.

Key Responsibilities:

- Copywriting various outgoing communications that are delivered through internal (within the University) and external communication channels such as Faculty & Staff newsletters, UTSC Communications Department, SCSU, Department of Student Life, Toronto Star etc.
- Management and execution of delegate registration including creation, promotion and review of all incoming applications
- Understanding the targeted audience and executing marketing messages with specific call to actions
- Contacting media relations within and outside of the UTSC community to increase audience engagement

Required Qualifications:

- Excellent written communication skills; professional copywriting experience preferred
- Highly detail-oriented and strong planning skills
- Strong interpersonal and oral communication skills
- Strong networks within the University preferred

Tell us about yourself

Contact	Name:	_____
	Email Address:	_____
	Phone Number:	_____
Academics	Program Study:	_____
	Current Year of Study:	_____
Social Media	Facebook:	_____
	Twitter:	_____

Please list out any commitments (i.e. work terms, extra curricular, etc.) you may be involved in for the coming year (beginning April 2014) and the duration of each commitment:

Please provide a link to your portfolio showcasing your achievements in copywriting:

Please answer the following questions to allow us to better assess your candidacy for this position:

1. What enticed you to join TEDxUTSC? What aspirations would you have as Director of Internal Communications? Please name one goal and be specific.
2. Please describe a situation in which you experienced conflict within a work environment. How did you resolve it?
3. Please write a short, but unique description of your favourite TED Talk and what significance it has to you.

****Attach your resume along with your complete application and send it to info@tedxutsc.com. Successful candidates will be contacted to book a time slot in the first week of August.**