

TEDxUTSC Application: Director of Events

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 Events**, you will work with the Lead of Marketing and your designated Associates to execute key marketing events throughout the year in order to promote TEDxUTSC, engage students, and create awareness and excitement on campus. You will also work with the Director of Logistics to hire the Associate team and the Director of Sponsorships to ensure that you operate within budget. For example, the Speaker’s Mix n’ Mingle.

Key Responsibilities:

- Execution of at least 3 key strategic marketing events before the Conference
- Working with the Director of Logistics to hire and train the Associate Team
- Working with the Director of Productions in planning, coordinating and executing the critical Speakers and Sponsors’ Mix N’ Mingle event

Required Qualifications:

- Strong interpersonal skills with a high level of professionalism
- Resourcefulness and networks within and outside of campus
- Superior verbal and written communications skills
- High level of creativity and conceptual thinking skills
- Previous event planning experience is an asset

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 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 Program Strategy? 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. Given your passion for TED Conferences and event planning, describe and explain the ideal pre-Conference event that will gage interest from the student body and create awareness in the community about TEDxUTSC.

****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.**