

TEDxUTSC Application: Director of Logistics

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 Logistics**, you will lead the efforts in facilitating all logistics and productions-related tasks for the Conference. You will become the expert in executing all the needed ins and outs for the day of the event and become the go-to person for all the minute details. We are looking for someone who is highly organized, resourceful and ultimately a superior planner.

Key Responsibilities:

- Management and execution of all productions related tasks such as acquisitions, floor plan, productions schedule and more
- Creation and development of a unique Conference stage design that accurately represents the chosen theme and brand of TEDxUTSC
- Strategic engagement of attendees and Speakers on the day of the Conference

Required Qualifications:

- Superior event planning skills
- Highly detail-oriented and organized
- Creative, outside-the-box thinking
- Strong interpersonal and communication skills

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, sports, 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 Logistics? 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 involvement in event planning (i.e.: as a volunteer, organizer or director), please describe a recent scenario where you had to apply your knowledge in planning and executing the event to promote a cause or reach a specific goal. How did you organize it from a logistics perspective?

****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.**