

TEDxUTSC Application: Director of Productions

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 Productions**, you will be working in the Conference Development team and will be in charge of all aspects of running the TEDx Conference on the day of. With the help of key University personnel and volunteers, you will be running the A/V team to ensure smooth operation on the day of Conference. You will also execute the plans needed to acquire and train the Host(ess) and the Performers for the Conference. We are looking for a creative, engaging and amicable individual for this role.

Key Responsibilities:

- Collaborate with University staff to create an impactful stage design unique to TEDxUTSC
- Working with the TEDxUTSC team to incorporate the Conference theme into the stage design
- Working with the University to secure the right material suppliers within the budget
- Execution of key strategic plans to seek out, secure and support potential Host and Performers for the Conference

Required Qualifications:

- Flair for creativity, originality and aesthetic sense
- Strong time management and organizational skills

- Excellent event planning skills
- Superior interpersonal and communication skills
- Resourcefulness and networks within and outside of campus to identify potential candidates

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 that showcases your creativity and outside of the box thinking:

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 Stage Development? 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, who would be your ideal candidate to Host TEDxUTSC and why? How would you persuade him/her to host our Conference?

****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.**