

## TEDxUTSC Application: Director of Speaker Relations

2019 Executive Team | Deadline: August 1<sup>st</sup>, 2018 at 11:59 PM

Email all applications to [info@tedxutsc.com](mailto: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

We are hiring **four (4)** for the position of Director of Speaker Relations, each of which will manage one of the following types of Speakers:

- **External:** Speakers who are not affiliated with the University of Toronto, i.e. David Shing
- **Faculty:** Speakers who are currently working as a staff, lecturer or Professor at the University of Toronto, i.e. Steve Joordens, Leslie Chan and Ronald de Sousa
- **Students & Alumni:** Alumni Speakers are anyone who graduated from the University of Toronto. Student Speakers are those who are currently enrolled (full-time or part-time in an undergraduate or graduate program at the University of Toronto, i.e. Jadine Lannon

As the **Director of Speaker Relations**, you will execute the plans needed to acquire and train Speakers for the Conference. We are looking for resourceful, persuasive and amicable individuals for this role.

#### Key Responsibilities:

- Execution of key strategic plans to seek out and secure potential Speakers for the Conference
- Aid the Speakers with development of their talk content and theme
- Train and support Speakers leading up to the Conference
- Manage Speaker information and TEDxUTSC’s relationship with them

Required Qualifications:

- Strong persuasion and interpersonal skills
- Resourcefulness and networks within and outside of campus to pinpoint potential Speakers
- Superior verbal and written communications skills
- High level of professionalism

**Tell us about yourself**

<b>Contact</b>	Name:	_____
	Email Address:	_____
	Phone Number:	_____
<b>Academics</b>	Program Study:	_____
	Current Year of Study:	_____
<b>Social Media</b>	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 Speaker Relations? 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 speak at TEDxUTSC and why? How would you persuade him/her to give a TED Talk at our Conference?

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