

TEDxUTSC Application: Lead of Conference Development

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 Lead of Conference Development, you will be in charge of ensuring all aspects of external funding and the Conference day details are conducted and completed in an efficient and timely manner. As part of the TEDxUTSC Leadership Team, you will be involved in organization-wide decision making and aligning your team with the overall organizational goals. We are looking for a results-driven and motivating leader and someone who constantly thinks outside the box.

Key Responsibilities:

- Collaborate with University staff to create an impactful stage design unique to TEDxUTSC
- Cooperate with the Chairs to plan and implement sponsorship related strategies and initiatives
- Overseeing the tasks of the Director of Logistics, Director of Sponsorships and Director of Productions; facilitating their activities by providing them with the right contacts and resources

Required Qualifications:

- Strong leadership and management skills
- Excellent analytical and event planning skills

- Strong interpersonal and communication skills
- Previous director or senior leadership roles on a student group 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, 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 Lead of Conference 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 conference development, please describe a recent scenario where you had to apply your knowledge in planning and executing an event to promote a cause or reach a specific goal. What was the objective? How did you engage the attendees?

****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.**