

TEDxUTSC Application: Lead of Program 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 Program Development you will strategize, manage and oversee all speakers related initiatives to successfully shape the program for the Conference. 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:

- Plan, coordinate and oversee key strategic plans to seek out and secure potential Speakers for the Conference
- Management and guidance of Speaker auditions, training and support
- Lead and manage 4 Directors of Speaker Relations
- Create and finalize the Conference Program in coordination with the Chair

Required Qualifications:

- Strong leadership and management skills
- Superior planning and organizational skills
- Resourcefulness and extensive networks within and outside of campus
- Strong interpersonal and conflict resolution 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 Program 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 speak at TEDxUTSC? 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. Successful candidates will be contacted to book a time slot in the first week of August.**