

## **Director of Events (1)**

### **Position Overview:**

As the Director of Events, you will manage most of TEDxSFU's day-of logistics. Working closely with the Project Lead and Organizing Committee, you will help create a true "TEDx experience" for event guests. This position will allow you to draw on your creativity and help develop professional communication and correspondence skills.

Your term will run from **April 2018 to January 2019**.

**NOTE:** This is a volunteer-based position with a time commitment of roughly 8-10 hours/week\*  
\*Hours subject to change depending on demands for the week.

### **Responsibilities:**

- Liaise with venue and wrap-up party staff, AV staff, and caterers
- Allocate funds efficiently
- Organize and coordinate event logistics in accordance with TEDx rules
- Recruit one Events Coordinator with support from the Director of Internal Operations
- Manage a team of General Ambassadors (GAs) for planning and day-of event; including, but not limited to: creating job descriptions, recruiting, facilitating orientation and training, and delegating tasks on day-of
- Delegate roles and responsibilities for the OC team for the day-of
- Collaborate with the rest of the team to coordinate pre-conference and day-of activities
- Create a detailed itinerary for day-of

### **Qualifications:**

- Organized with strong time management skills
- Ability to demonstrate a high level of written and in-person professionalism
- Highly adaptable with strong risk mitigation skills
- Ability to problem solve and manage unexpected dilemmas
- Team player with strong interpersonal skills
- Proficient research skills with a focus on maximizing the attendees' experience
- Proficient in Microsoft Office and Google Drive
- *Previous event planning experience is an asset*
- *Experience or familiarity with AV equipment is an asset*

**TO APPLY: Please send your resume and other relevant documents to the incoming Project Leads at [projectlead@tedxsfu.com](mailto:projectlead@tedxsfu.com).**

**Deadline to apply: Sunday, March 18 at 11:59pm.**