

## TEDxSFU 2018 Project Leads\*

\*May be 1-2 individuals depending on candidates

### Position Overview:

TEDxSFU is looking for energetic, enthusiastic individuals to take on the role of Project Leads for the 8th annual TEDxSFU conference! The Project Leads will be responsible for overseeing all planning processes for the conference, ensuring the smooth operation of all team departments (i.e. marketing, partner relations, creative). The successful candidates will have a undeniable passion for TED and, of course, the notion of *ideas worth spreading*. They'll also be highly detail-oriented, creative thinkers with a knack for problem solving through collaboration. There will be an extensive turnover training process for the successful individual to ensure smooth and comfortable transition. **Must be current SFU student or recent alumni (graduated within the past year).**

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

\*This is a volunteer-based position that requires a weekly commitment of 10-15 hours.

### Responsibilities:

- Oversee the entire Organizing Committee (~20 individuals) throughout all planning processes for the 8th annual TEDxSFU conference
- Design and execute a strategy to interview and hire qualifying candidates for the team
- Actively engage in planning processes through contributing ideas and incorporating feedback in order to ensure a positive team environment and experience
- Conduct weekly team meetings; including, but not limited to, creating meeting agendas, establishing deadlines, delegating tasks, and ensuring progression of planning process
- Ensure that team deliverables leading up to the conference are delivered on-time, within scope, and within budget
- Create a Board of Advisors with the Senior Advisors

### Qualifications:

- Effective leadership skills to motivate a team of individuals with varying personalities and expertise
- Strong verbal and written communication skills
- Strong interpersonal skills and willingness to collaborate with and support all members of the Organizing Committee
- Solid organizational skills, including attention to detail and effective time management skills
- Able to use creativity and problem-solving skills to adapt to unexpected changes in scope
- Previous project and/or event management experience considered an asset
- Experience managing budgets considered an asset

Interested in the position? Please send your resume to the TEDxSFU 2017 Project Leads, Lindsay Wu and Melissa Ong, at [projectlead@tedxsfu.com](mailto:projectlead@tedxsfu.com). Candidates of interest will be followed up with to complete an application form.

We look forward to hearing from you!