

JOB DESCRIPTION FOR VOLUNTEER RECRUITMENT

Curation Team

Responsibilities:

1. Write, edit, and curate content for the TEDx event, including speaker introductions, event descriptions, professional emails, speaker's slide show, etc.
2. Curate plagiarism free content and come up with creative ways to reveal and promote the theme. (poems, riddles, reel-scripts, haiku, quizzes, theme related Spotify playlists, short stories, interactive polls, theme related articles, thematic infographics, event countdown, etc.)
3. Draft and proofread the speakers' talks, PPT and guide them through it.

Skills required:

1. Exceptional ability to craft and express compelling and precise thoughts that captivate and persuade the audience.
2. Efficient in content research.
3. Proficient in using Canva for creating engaging and visually appealing powerpoint presentation content.
4. Skilled at drafting professional emails.

Creative Team

Responsibilities:

1. Create visually stunning graphics and layouts using Figma, Blender, Illustrator, Photoshop and Canva.
2. Produce and edit high-quality videos with Adobe Premiere Pro, After Effects, and DaVinci Resolve.
3. Develop and mix audio content using Ableton and FL Studio.

Skills required:

1. Proficiency in graphic designing.
2. Proficient in Ableton and FL Studio for sound design and audio mixing.
3. Basic to advanced video editing skills.
4. Work closely with other teams to integrate creative elements into the event. Ensure all creative outputs align with the event's branding and messaging.

Technical Team

Responsibilities:

1. Utilize Google Drive and other Google Apps for efficient document management and automation.
2. Set up and manage audio-visual setups, lighting, and stage equipment for the event to make sure they are at par with TED requirements.
3. Maintain and update the TEDxCIT website for the event.

Skills required:

1. Skilled in Google Drive and other Google Apps.
2. Experience with lighting, AV setups, and handling stage equipment.
3. Video and audio editing.
4. Skilled at GitHub, Figma, and Web Development.
5. Skilled at integrating productivity tools like Notion, Obsidian, or Google Calendar.

Sponsorship Team

Responsibilities:

1. Obtaining Sponsors to fund the event.
2. Market the event tickets to maximize the attendance at the event.
3. Coordinate and work with sponsors.
4. Constant follow ups with the potential and obtained sponsors.

Skills:

1. Effective Communication & convincing skills.
2. Apply creative marketing strategies.
3. Proficiency in drafting MOU's.

Event Management Team:

Responsibilities:

1. The manager is responsible for sending out invitations and contacting the speakers for the event.
2. Communicate with speakers regarding schedules, requirements, and rehearsals.
3. Oversee ticket sales, attendee registration, and seating arrangements.
4. Coordinate with caterers, decorators, and other vendors to ensure all services are delivered as planned.
5. Secure, set up, and manage the event venue, ensuring everything is handled smoothly.

Skills:

1. Effective communication and negotiation.
2. Strong organizational and multitasking abilities.
3. Problem-solving with attention to detail.
4. Teamwork and adaptability.
5. Creativity and networking.