

TEDxPenn

x = independently organized TED event

Members should have excellent organizational skills and a clear vision of the conference. The position challenges you to actively engage in the team's responsibilities and requires you to prioritize and enable the team to complete appropriate tasks at different stages. Members communicate to their team in a compassionate yet effective manner. A high degree of reliability and professionalism is expected towards your own team as well as towards other teams in the organization.

Role Descriptions

Corporate Relations

The Corporate Relations team maintains and creates strong relationships with partners and sponsors. The team focuses on reaching out to organizations that align with our brand, giving pitches, and negotiating with potential partners. The team is committed to working closely with our partners within as well as outside of the University.

We are looking for someone with the following qualities:

- Strong written and verbal communication skills
- Professional, confident, and persuasive when interacting with our partners
- Excellent understanding of the value proposition of TEDxPenn and its guidelines towards potential partnerships

Design

The Design team is responsible for designing and producing professional quality graphic materials, including but not exclusive to the logo, posters, marketing material, programs, speaker and sponsor packages, and videos. The team is also responsible for assisting the speakers with their presentation slides, designing the stage, and decorating the interactive space. Members should coordinate with other teams to clarify any creative needs and lead the team to accomplish these projects.

We are looking for someone with the following qualities:

- A professional standard for effective and creative visual deliverables
- Proficient in graphic software such as Photoshop and Illustrator
- Excellent communication skills and a strong ability to coordinate with other TEDxPenn teams
- Dedication of time and effort in order to meet deadlines with high quality materials

Internal Management

The Internal Management team is responsible for maintaining high performance of the

organization. The position requires excellent communication, financial, and logistical planning skills. Members build a sustainable team culture by managing meetings and implementing events to engage team members in creative ways. The team bolsters the performance of other team members and is essential to the high professionalism of organization.

We are looking for someone with the following qualities:

- A strong desire to build team culture and is committed to following through
- Deep and meticulous understanding of the event and the team
- Pro-active, flexible and passionate to take initiative
- Excellent communication, interpersonal, and problem solving skills

Operations

The Operations team is responsible for the logistical planning and flawless execution of the catering, venue, stage and ticketing for TEDxPenn2016. The position requires excellent communication skills to work together with other teams in the organization as well as with external service personnel. Logistical planning skills are essential to outline the sequence of events, team responsibilities and stage management occurring on the day. Members have the ability to think about a wide spectrum of possible issues and deal with unexpected problems quickly and effectively.

We are looking for someone with the following qualities:

- Have a strong attention to detail
- Deep and meticulous understanding of event management and logistical planning
- Pro-active, flexible and passionate to take initiative
- Excellent communication and problem solving skills

PR & Marketing

The PR & Marketing team creates and executes TEDxPenn's promotional and public relations strategy. This includes running all TEDxPenn's social media outlets, newsletters and other print and digital media. Members ensure community engagement and manage public perception of the TEDxPenn brand. Furthermore, members liaise with other teams to collaborate on marketing materials and generate content throughout the year.

We are looking for someone with the following qualities:

- Ability to create, execute and evaluate effective marketing strategies
- Excellent written and verbal communication skills
- Sensitive towards the TEDxPenn brand perception

Software Development

Staying up to date with the recent technological trends is important to TEDxPenn. The Software Development team identifies the software projects for each year, builds products, and updates the website. This is an excellent opportunity for software engineers to see how their work interacts with users and contributes to the overall success of the TEDxPenn experience.

We are looking for someone with the following qualities:

- High degree of proficiency and independence in developing the TEDxPenn website
- Ability to design the software architecture for technological products
- Ability to lead a team of software engineers to deliver the products with quality and reliability

Speaker & Content

The Speaker & Content team is responsible for conducting speaker and performer talent search, selecting TED quality ideas, and curating these ideas into an overall powerful and cohesive stage program. The team will collaborate closely with the confirmed speakers to develop and produce impactful talks as well as providing any assistance needed, both before and during the event.

We are looking for someone with the following qualities:

- Excellent content acumen for TED quality ideas and talent
- Excellent communication and organizational skills
- A high level of professionalism and proficiency in written and spoken English
- Ability to rapidly synthesize information and accurately offer constructive feedback