

# TEDxWellington

**x = independently  
organized TED event**

Thank you for your interest in joining the TEDxWellington 2018 development team. We're very excited and can't wait to work with you on what will be a totally unique experience!

Below is general information, applicable to all roles - apply here:

<http://www.tedxwellington.com/2017/09/27/join-the-tedxwellington-2018-delivery-team-actions-wanted/>

## **Timeline**

Start: November 2017

Finish: August 2018

## **Rules**

All applications and activities will be complying to the TEDx rules:

<https://www.ted.com/participate/organize-a-local-tedx-event/before-you-start/tedx-rules>

## **Time Commitment**

Although flexible there is a general expectation that this role will need you to commit 4-6 hours a week of dedicated time. It is also expected that you will attend at least 1 team meeting a week (2 hours). During the lead up and during the event these hours will increase significantly and could take up to 20-40 hours a week for at least 8 weeks

## **Personal Resources Required**

Access to a computer (for all meetings) and phone.

## **Benefits / In Return**

There are many:

1. Mentoring from Licencee & Board Member(s) - support will be given to each team member to ensure clarity of role, expectations, duties and rules. This is our commitment to supporting your creative development.
2. Valuable experience to add to your cv & a written reference on completion of the role.
3. 2x tickets to the event for you to give away as you see fit.
4. There is a large TEDx community within NZ and beyond (with over 3,000 TEDx events around the world). We will explore supporting you to attend other events in the country for deepening your understanding when / where applicable. Access to the online TEDHub, which includes resources/tips/ideas, also becomes available, and as a member of the TEDxWellington team you're part of a unique tribe of doers and activators.
5. If you are representing a brand / organisation then the logo can also be included in the partner details / communications of the event.

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## 2018 JOB DESCRIPTIONS

### **Operations Manager**

Oversee and ensure the TEDxWellington 2018 plan is executed to a extremely high quality (as per our previous events). Work closely with the other Team Leads to ensure clarity across all aspects of delivery.

Report to: Licensee / Producer

Specific areas of responsibility:

- Catering: liaise with food and beverage partners, ensure appropriate menu is delivered upon and where possible align with the event theme.
- Volunteers: manage the volunteer selection and induction process plus the volunteers activities and quality on event day.
- Interactions: liaise with Producer and interaction partners on executing on the delegate journey plan (from registration through to final after event party).
- Ticketing: liaise with Producer and ticketing partner to ensure the ticketing plan is implemented plus important delegate information is captured.
- Team: build and manage as appropriate, a team to deliver upon all above with approval from Licensee and another team lead.

Budget: ensure all spending is approved and accounted for as per agreed with Licensee.

About you: To put it frankly, you get sh\*t done. You ensure the event plan gets turned into timelined action. You are unflappable and practical. You are able to articulate things clearly. You bring people along with you. You have a tattoo on your left arm (just kidding). You empathise massively with the delegates and their journey.

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## 2018 JOB DESCRIPTIONS

### Community Lead

Oversee and implement the strategy and plan for TEDxWellington Livestream events. \*Be the cultural liaison and lead for TEDxWellington community engagement.

Report to: Licensee / Producer

Specific areas of responsibility:

- Livestream events: establish and liaise with livestream venues (current and new) across the Wellington region to ensure successful satellite events occur on the day of TEDxWellington 2018.
- Community engagement: actively engage with new communities plus charities (current and new) on TEDxWellingtons behalf to explore opportunities for future creative partnerships.
- Advisor: provide sound cultural advice to the TEDxWellington team to ensure there is appropriate cultural representation at the event, which includes managing the relationship with local Iwi and the mihi whakatau for the event.

About you: You are excellent at engaging people from all communities, backgrounds and in many sectors / organisations / industries. You know Wellington and it's surrounding region inside and out. You understand and have experience with Maori protocol and will bring a unique perspective to the TEDxWellington table to ensure all voices are heard.

\*We at TEDxWellington know a lot about the world of TED but we are aware that there is much we don't know and are open to any feedback you may have on this role.

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## **2018 JOB DESCRIPTIONS**

### **Head of Sponsors / Partners**

Secure 'more-than-enough' cash sponsorship from local and international brands / organisations to deliver the TEDxWellington 2018 event plus manage all aspects of those relationships (pre / during / post event). Support the 'funding-in-kind' partnerships of all other teams.

Report to: Licensee / Producer

Specific areas of responsibilities:

- Securing sponsorship: provide the financial capital for the event to be delivered.
- Securing partnerships: liaising with other leads and their teams in finding funding-in-kind partners to enable them to deliver on their plans.
- Agreements: be in charge of developing and managing all sponsor / partner agreements.
- Communications: inform all sponsors / partners pre-event, be the point of contact on the event day, provide report to sponsors / partners post event.

Budget: ensure all spending is approved and accounted for as per agreed with Licensee.

About you: You are a relationship builder and storyteller. Established in sales and contract negotiations, this is your arena. You get tingly thinking about securing brand alignment and getting those dollars to flow (which fuels this great event).

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## 2018 JOB DESCRIPTIONS

### **Speaker / Performer Curator**

Develop strategies plus a team to find and curate the speakers / performers for TEDxWellington 2018 plus craft and manage the delivery of the coaching course (usually 5 weeks prior the event).

Specific areas of responsibilities:

- Curation: liaise with comms on a format for finding and curating the Wellington-based talent for the 2018 event.
- Course development / delivery: work with the Producer to craft, based on previous experience, with consideration to improving the format.
- Speaker / performer liaison: develop a communications strategy pre and post event to ensure support and clarity for our speakers / performers.
- Budget: ensure all spending is approved and accounted for as per agreed with Licensee.
- Team: build and manage as appropriate, a team to deliver upon all above with approval from Licensee and another team lead.

About you: You're a speaker coach and now how to get the best out of people. Stories are your forte and enabling others to stand with grace and authority is what you live for. You don't mind the shadows and love watching souls bloom.

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## 2018 JOB DESCRIPTIONS

### **Communications Director**

Develop, manage and deliver on a marketing, communications and public relations integrated strategy for TEDxWellington 2018.

Specific areas of responsibilities:

- Branding liaison: we have a branding partner and you'll be working closely with them on guiding the production of the collateral needed for all TEDxWellington publicity and communications campaigns.
- Pre-event (building hype): this is about ensuring key milestones have the momentum they deserve, which includes: date / venue / theme announcement, tickets on sale, announcing speakers / performers, sold out celebrations, livestreams (community) etc etc etc
- Event (storytelling): develop photo and video briefs plus manage the specific photography and documentary output (as per 2016/2017).
- Post-event (talks promotion): promote the availability of the talks to ensure maximum reach.
- Team: build and manage as appropriate, a team to deliver upon all above with approval from Licensee and another team lead.

Budget: ensure all spending is approved and accounted for as per agreed with Licensee.

About you: You would've been there and done that - this role is not for the fainthearted. You need to be a leader, have experience and above all be a superstar in the communications department. A lot is resting on you so broad shoulders and an eye for quality is essential.