

Performer Relations

Job Description:

Your role will be to find artists, performers, and an emcee for the conference to enhance attendee experience. Performances may range from music to comedy and beyond. Past performances include Peter Katz, Surround Sound (UofT Faculty of Music acapella group) and beatboxer Psyreine.

Essential Duties and Responsibilities:

- Research and develop a list of potential performers;
- Develop and maintain relationships with existing and potential performers;
- Maintain precise records of conversations with all performers;
- Work with performers to ensure their performances are on track with TEDxUofT and performer deadlines;
- Coordinate rehearsals for performers and the emcee;
- Create descriptive material on each performer and emcee for audience;
- Work with PR and Social Media team to ensure promotion prior to event;
- Attend and participate in weekly team meetings.

Qualifications:

- Good grasp of TED culture;
- Strong communicator;
- Deadline oriented;
- Familiarity with UofT performers is an asset;
- Past experience in event planning or working with performers is an asset.

How to apply:

Please fill out the **TEDxUofT hiring form** [here](#) and email your cover letter and résumé to applications@tedxuoft.com by **June 16th, 2018 at 11:59 PM**. Indicate the role you are applying for in the subject field.