

Speaker Relations

Job Description:

You will be part of the speakers team, and responsible for sourcing speakers for upcoming TEDxUofT events. This role includes recruiting speakers and working with them to help them prepare amazing talks while ensuring they have a positive experience before, during, and after the event.

Essential Duties and Responsibilities:

- Research and develop a list of potential speakers for TEDxUofT;
- Send invitations to potential speakers and persuade them to be a speaker at the upcoming conference;
- Develop and maintain relationships with existing and potential speakers;
- Meet and work with speakers to ensure they prepare a talk that meets TED standards;
- Coordinate rehearsals for speakers and speaker coaches;
- Create descriptive material on each speaker for audience members;
- Meet with university and professional organizations and other groups to organize, promote and discuss TEDxUofT;
- Update the team on how each speaker and respective talks are progressing;
- Attend and participate in weekly team meetings.

Qualifications:

- Good communicator;
- Able to interact confidently and professionally with potential speakers and develop working relationships;
- Good writer;
- Knowledge of those within the U of T community (e.g. staff, faculty, alumni, students) who could be potential speakers is an asset;
- Past experience in event planning (e.g. at a conference) or working with speakers 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.