

Curation Coordinator

Description:

This newly created role of Curation Coordinator, focuses on communications and operations of the curation and speaker content to the TEDxMelbourne community.

TEDxMelbourne is run by a team of committed volunteers, each offering their time, professional expertise and enthusiasm to produce inspiring TEDxMelbourne events. Within this context the aim of the Volunteer Program is to ensure that TEDxMelbourne has a robust and viable workforce to deliver its programs.

Reports to:

Curation Manager

Reported to by:

N/A

Works with:

Curation Manager, Co-curators, Curation Coordinator (CX) and Marketing team

Key responsibilities:

- Research of speakers including validation of work, tracking down content details.
- Researching topics and identifying trending topics, working with the curation coordinator (CX) to ideate and craft new content from CX data sets.
- Supporting TEDCircle events from a curation point of view, identifying content experts to invite.
- Creation of written content to showcase past TEDxMelbourne speakers and talks.
- Update and maintain future speaker and event lists.
- Curation Meeting minutes.
- General Curation team support.

Optional and future projects:

- Speaker script review as needed closer to key events.
- Advising marketing team members to generate ideas for future speaker content for social media.

Tools:

Slack

Trello
Google Drive

Key dates:

- General team meetings 6pm 1st Monday of each month. Increasing to fortnightly and then weekly leading up to main events of the year.
- Curation team meetings monthly.