Volunteering Opportunity as Marketing and Operations assistant for TEDx University Birmingham
(April – June 2014)

**Position**

TEDx volunteer Marketing and Operations assisstant

**What is TEDx?**

TEDx was created in the spirit of TED's mission, "ideas worth spreading." The program is designed to give communities, organizations and individuals the opportunity to stimulate dialogue through TED-like experiences at the local level. At TEDx events, a screening of TED Talks videos -- or a combination of live presenters and TED Talks videos -- sparks deep conversation and connections. TEDx events are fully planned and coordinated independently, on a community-by-community basis.

**TEDx University of Birmingham**

After seeing the great work other prestigious UK universities have achieved holding TEDx events, the university has applied and been approved its first TEDx license, enabling it to hold an event on May 28th 2014. Six speakers from a diverse range of academic backgrounds have already been selected for this event in accordance with the chosen theme, *Throwing Caution to the Wind.*

**Voluntary Role Description**

The project organiser for TEDx University of Birmingham is looking for 5 enthusiastic and flexible volunteers to help him with Marketing and Operations activities leading up to and on the day of the event. Furthermore, if you are competent and successful in your role as an assistant you could be placing yourself in a strong position to be a TEDx coordinator for future TEDx events.

**Commitment**

* Your position as a TEDx volunteer Marketing and Operations assistant is flexible. The time and energy you put into the role will all depend on your personal objectives and what you want to achieve from this experience.
* Hours**:** A minimum of 2 to 3 hours of your time would be expected per week and this could also obviously increase on the day of the event, 28th May.
* If you are selected you will also need to commit to a breifing session for up to 2 hours.

**What you can expect**

* Experience of working for an extremely eye-catching brand, TEDx
* Experience of Digital Marketing, Web Design and Management and Social Media
* Experience of Project Support working under a Project Officer
* Opportunity to put yourself in a strong position to join a team of TEDx organisers for future UoB events
* Being part of an extremely passionate and welcoming team environment
* Being able to be first and foremost a student

**Activities you can expect to be involved with**

* Events creation and Planning
* Stage Design
* Building TEDx signs/props for stage and surrounding foyer
* Updating TEDx Social Media channels (Twitter/Facebook)
* Website Design
* Website Management
* Photography
* Organising film crew
* Promotion
* Ticket Selling
* Championing the TEDx brand across campus

**Person Specification (To be taken into account when writing supporting statement)**

Applications are open to UG and PG University of Birmingham students, however, there is a preference for at least 2 of the 5 individuals **to not be** in their final year of study, as ultimately we are looking for people to lead on TEDx events into the future.

Essential person requirements

* A keen interest and enthusiasm for a range of different academic fields
* Appreciation for the TEDx concept and its motto of *Ideas worth Spreading*
* Good organisation skills
* A willingness to be flexible
* Familiarity with social media
* Interest in Events management
* Interest in Marketing and Operations
* Strong interpersonal skills
* Experience of working under pressure and to time dependent deadlines

Desirable but not essential person requirements

* Experience of engaging the public
* Ability to use and operate Photoshop confidently
* Experience of theatre/events operations
* Experience of Web design

If this opportunity is something you are interested in please complete a supporting statement on the form provided below and email to t.s.farrar@bham.ac.uk before midnight on **Friday 14th March.**

If shortlisted interviews will be held at a time that is convenient for you on Thursday 20th March. In addition if you do have any questions or queries before or after emailing your application, feel free to ask Thomas Farrar via email above or telephone 07887836122.



|  |  |
| --- | --- |
|   | **Thomas Farrar****University of Birmingham****Edgbaston****Birmingham B15 2TT****Tel. 07887836122****t.s.farrar@bham.ac.uk** |
| Application form for volunteer TEDx Marketing and Operations Assistant  |
|  |  |  |
| **Student ID number** |  |  |
|  |  |  |
| **Surname or Family Name** |  | **Title** (Mr, Ms, Dr, etc) |  |  |
|  |  |  |
| **First Name** |  |  |
|  |  |  |
|  |  |  |
| **Address** |  |
|  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |  |  |
|  |  | Post Code |  |  |
|  |  |  |
| **Email** |  |  Tel (Mobile) |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Please explain below why you think you would be the perfect person for this voluntary role? (Maximum 500 words) |  |
|  |  |  |
|  |
|  | **Time I am available for interview on Thursday 20th March 2014:** |  |  |
|  |  |