

Logistics Director

Job Description:

The logistics directors will work as a team to organize all the logistical aspects of the 2018 conference. This includes securing a venue, booking caterers, hiring and training volunteers, managing ticketing, and ordering merchandise. The logistics directors will work closely with the Budget Manager to ensure costs remain within budget.

Essential Duties and Responsibilities:

- Research and develop a list of potential venues and caterers for the event;
- Contact and negotiate with venues and catering organizations;
- Develop a flexible plan for the event day, including intermission logistics and food distribution;
- Hire, train, and delegate volunteers for pre-conference outreach and on conference day;
- Attend and participate in team meetings.

Qualifications:

- Strong interpersonal and negotiation skills;
- Highly organized, independent, and deadline oriented;
- Ability to work independently and with a partner;
- Prior event planning experience 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 30th, 2017**. Indicate the role you are applying for in the subject field.