TEDxGlasgow
x = independently organized TED event

Logistics Project Manager – Role Profile

About TEDxGlasgow

TED is a non-profit devoted to spreading ideas, usually in the form of short, powerful talks (18 minutes or less). TED began in 1984 as a conference where Technology, Entertainment and Design converged, and today covers almost all topics — from science to business to global issues — in more than 100 languages.

The TEDx Program combines a mix of live presenters and TED Talks videos. It is designed to help communities, organisations and individuals to spark conversation and connection through local TED-like experiences.

TEDxGlasgow is a volunteer ran organisation and our vision is to bring about macro-level, systematic change. We do this by bringing together people who have influence, power and the ability to bring about this change in the fields they work in at our events.

Our values

Our values are important to us and our team play an important part in making sure we always live up to what we aspire to. Our values are:

- Always innovating – we are affecting real change and we do that by bringing new ideas and being original and creative in our thinking.
- Being collaborative – we work together and help each other achieve our best.
- Inspiring others – through our work we inspire others to bring about macro systematic change in their fields of work.
- Making an impact – everything we do is geared towards having an impact, be that on an individual, an organisation or society.

Who are we looking for?

We are looking for individuals who get excited about change. Who want to make a difference to our city, our country and the world we live in. And whatever you do you've got to be outstanding at it.

About the Logistics Project Manager role

The Logistics Project Manager role is a key one. You will work closely with the Curator, who holds the TEDxGlasgow licence, and the Guest Experience Project Manager to realise our vision. You will also be responsible for supporting the Partnership, Production, Education and Communications Coordinators.

Roles and Responsibilities

Before the event	• Providing leadership, motivation, direction and support to the team. • Travelling to onsite inspections and project managing events. • Agreeing project objectives. • Manage communication between the team. • Setting the priorities and timelines. • Making sure that all the aims of the project are met. • Making sure the quality standards are met. • Supporting and organising the Partnership, Production, Education and Communications Coordinators. • Risk assessment. • Being responsible for relevant budgets from start to finish. • Attending project management and team meetings. • Contributing to the event run down and program. • Dealing with issues/challenges as they arise.

	• Coordinate the preparation of the venue. • Coordinate the implementation of the various agreements (venue arrangements, catering etc.) • Coordinate the team in order to be ready for the event on time.
During the event	• Responsible for overseeing the progress and the current needs of the conference along with any changes that might occurred. • Coordinate the team to makes sure that everyone is at his/her position and ready to re-allocate in case it is needy. • Be constantly aware of the time and the event rundown.
After the event	• Thank the team. • Provide them with recommendation letters. • Retention of the team for the following conferences. • Help organise the Screening Party for volunteers, partners and invited guests. • Lead on writing up the 2015 Impact Report.

Skills, qualities and experience needed

Essential	• Excellent organizational skills and a “can do” attitude. • Experience in project management. • Experience on team management. • Ability to prioritize work under pressure and to meet deadlines. • Ability to work as part of a team but also on own initiative. • Excellent communicational and listening skills. • Influencing and motivational skills. • Laptop, internet connection, skype account.
Desirable	• Have been working as a volunteer.

Time commitment

This role is time intensive. There will be team meeting every 2 weeks on a Tuesday up until a few months before the event when it will become weekly. There will also be regular project management meetings as required. The event will also likely be held during the week.

The role lasts for just under a year where you have the option of returning for TEDxGlasgow 2016.

Support available

As a project manager you will be the one providing most of the support but the Curator and other Project Manager will be available. We are also looking into getting mentors for each role.

How to apply

Drop a covering email to volunteers@tedxglasgow.com letting us know why you are the best person for the role with your CV attached before **Friday the 26th of September**. If you are selected for interview we will let you know by Monday the 29th of September with informal interviews happening the Tuesday, Wednesday and Thursday of that week.

The successful team will be expected to attend a dinner which will be arranged post recruitment.