



Logistics & Operations

This is where you unleash your creativity, ignite your leadership potential, and immerse yourself in a community dedicated to shaping the future through inspiring talks. Don't just attend TEDxHSG; shape it, and let your voice be the catalyst for change.

Job Description:

Logistics & Operations at TEDx is a key organizational role responsible for the seamless execution of TEDx events. This individual will be adept at planning, coordination, and overseeing all logistical aspects before, during, and after the event. The role demands a proactive problem-solver who can manage multiple tasks efficiently to ensure the event runs smoothly.

Key Responsibilities:

- Develop and implement a comprehensive plan for the full TEDx event lifecycle, ensuring all logistical details are accounted for.
- Book, design, and manage the event venue, coordinating with external providers and overseeing space usage, traffic flow, and partner booth locations.
- Handle the logistics of materials and equipment required for the event, including transportation to and from the venue.
- Oversee the storage and management of in-kind donations, furniture, and other materials necessary for the event.
- Recruit, organize, and lead the staffing for the event, including volunteers and hosts, assigning tasks and responsibilities related to the event's operations.
- Monitor event timelines and adjust plans as necessary to address any unforeseen circumstances.

Required Skills:

- Strong organizational and project management skills, with an ability to manage complex events.
- Excellent communication and leadership skills, capable of directing teams and collaborating with stakeholders.
- Strategic thinking with the ability to troubleshoot and solve problems quickly.
- Detail-oriented with the capability to oversee multiple aspects of event planning and execution.

Logistics & Operations will ensure that TEDx events are not only inspirational but also impeccably organized. This role is ideal for someone who thrives in fast-paced environments and is passionate about creating experiences that leave lasting impressions. If you are an enthusiast with a flair for operational excellence, we look forward to your application.

Send us your CV & short statement of motivation to info@tedxhsg.com and we are happy to schedule an interview with you!