



# Speaker Management

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:**

The Speaker Manager at TEDx will be a dynamic and resourceful professional responsible for curating and supporting a diverse lineup of speakers to deliver compelling and thought-provoking talks. This role demands a proactive individual with a keen eye for detail and the ability to understand a speaker's needs. As a bridge between TEDx and the speakers, you will ensure that each talk not only aligns with the TEDx mission but also stands out in its delivery and impact.

## **Key Responsibilities:**

- Scout and recruit speakers with inspiring stories or groundbreaking ideas that resonate with the TEDx theme and audience.
- Develop and maintain relationships with speakers from initial contact through to post-event follow-up.
- Guide speakers through the talk development process, providing feedback and resources to help them craft their messages effectively.
- Coordinate with the Logistics and Finance team to manage speaker logistics, including travel arrangements, rehearsals, and on-site needs.
- Handle speaker-related communications, ensuring clarity and timely dissemination of information.
- Address and resolve any issues that may arise before, during, or after the event, ensuring a seamless experience for the speakers.

## **Required Skills:**

- Strong interpersonal and communication skills, with the ability to effectively negotiate and influence.
- An understanding of what makes a speech engaging, including storytelling, pacing, and audience interaction.
- Experience working under pressure, with the capability to assess and prepare speakers within a tight timeline.
- Ability to work collaboratively in a team environment as well as autonomously.
- A passion for ideas worth spreading and a commitment to the values of TEDx.

The Speaker Manager at TEDx will not only have the opportunity to work with some of the most interesting minds and stories but will also play a critical role in shaping the narrative that could inspire and influence a global audience. If you have a knack for bringing out the best in people and a desire to contribute to a platform that shares ideas worth spreading, we encourage you to apply.

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