



# Are you the the Five-Star-Mentality Speaker Liaison we are looking for? Read on!

Organizing a TEDx event is an **amazing challenge** and a fun journey to be part of. Every year we learn more, meet amazing speakers, partners and people! Our **core team** consists of dedicated and professional TED enthusiasts, mixed in expertise, background, age, network and nationality. We are now looking for a new recruit to add to our talented and fun crew! Are you the next addition to our team 'Speaker Liaison and Coaching'? We would offer you a **unique voluntary experience**, together with people, who like you, are willing to share their ideas and skills. They all take ownership for one of the several tasks that are needed to create a great event!

This will be your great networking opportunity and CV builder! Do you have what it takes to **assist and take care of our TEDx Speakers**? Are you able to manage the **Speaker logistics** involved with giving an inspiring talk in Maastricht?

**You** might be the person we are looking for to help us with the preparations of speakers to give the **talk of their life!**

## **Your responsibilities:**

- \* Answer a myriad of questions our speakers have in advance of the event
- \* Assist speakers with logistics: general information, transport to Maastricht, hotel etc.
- \* Keep an overview of information received from- and sent to speakers
- \* Assist speakers with the preparation of their talk: slides, props for the stage, timing etc.
- \* Assist the team with coaching of speakers

## **Your background and skills:**

- \* Super organized, dynamic, self-managed and willing to go the extra mile
- \* Able to lead and enthuse others working with you
- \* Trustworthy in the precise execution of your tasks
- \* Willing to get your hands dirty for a non-profit organization, and to give the best of yourself

## **Plus points for your superpowers:**

- \* Proficiency in Dutch, in addition to English
- \* Great networking abilities and network in the Maastricht region

Are you interested or know someone who would thrive in this position?

Please drop us an email at [gonny@tedxmaastricht.nl](mailto:gonny@tedxmaastricht.nl). We are excited to hear from you!