

2017 Volunteer Needs

Priority Volunteers - CORE MEMBER

These volunteers typically work year round – not just on the day of our events. The work they perform begins days and weeks before the event. Hours required will vary due to our event schedule.

Attendee Data Keeper – *10-20 hours a month*. Works on the back end of Eventbrite, setting up events and managing lists of attendees, working closely with the Name Badge Volunteer, answering questions that come through Eventbrite. This person should be an organized individual who has experience with data management.

Name Badge Volunteer – *5-20 hours a week*. Sets up Word document with badge artwork and mail merging .csv file of attendee names. Prints, alphabetizes and places badges into sleeves. Works closely with registration table volunteers to organize a smooth check-in the day of the event. This role will be filled by someone who has experience with registration tables and event check-ins or possesses similar organization skills.

Program Booklet Design Support – *5 – 10 hours a month*. For each event, we print a program booklet. This volunteer must have attention to detail and an eye for design. Using InDesign or Publisher, this person will plug in text and photos (replace or update), and lay out advertisements. The program booklet file must be converted to PDF prior to sending to the printer. The volunteer must have access to and be proficient in using InDesign and/or Publisher, and Adobe Acrobat. This volunteer will support the Program Booklet Designer.

Registration Table Coordinator (1 per event) & Registration Table Support (1 – 5 per event) – *5-20 hours a week*. The **Registration Table Coordinator** will have experience, or similar, in this role. The Coordinator will have full responsibility for the guest experience during event registration. Along with the **Support** volunteers, they must ensure guests are welcomed to the event in a friendly, inviting manner. They will work closely with the Name Badge Volunteer, or sometimes perform that role themselves. A **Registration Table Support** volunteer will greet guests at the registration table and ask to see their tickets, check them off of the master list, and give them their name badge, lanyard, bag, program guide and survey.

Social Media Support – *5-10 hours a month*. Throughout the year, even when we don't have an event going on, we need to keep our social media platforms up-to-date about what is happening in Wilmington and more importantly with TEDxWilmington. We use Instagram, Facebook, Twitter, Flickr and LinkedIn. During each event, we need a volunteer to update social media on what is happening live. This volunteer will support our Social Media Coordinator.

Stage Designer – *10-20 hours a month*. This role could lend itself to a group of volunteers who get together to create a stage design based off of the event theme. This group can focus on just the Annual Conference or they can help with the Salons throughout the year. In addition, we will need one or two volunteers that will work with our Stage Manager to transfer from storage the stage design, stage letters and red rug to and from events throughout the year. The volunteer(s) would need a large vehicle, to assist with the transfer of these items. They bring the design, letters and rug to the event, set them up on stage, and break them down after the event is over.

Survey Data Entry Volunteer – *10-20 hours a month*. An important part of every TEDx event is collecting feedback from attendees. This volunteer is responsible for entering post-event survey data into an Excel spreadsheet. This person must be comfortable using Excel.

TED.com Data Keeper – *5-10 hours a week*. This volunteer will keep the TED.com account up-to-date with all of our events and speakers, and upload the final videos from events.

Volunteer Coordinator Support – *10-20 hours a month*. Volunteers are the driving force behind all TEDx events. This person will assist with recruitment, onboarding, support, and retention of all volunteers. This volunteer will support our Volunteer Coordinator.

Website Content Support – *5-20 hours a week*. This volunteer will build out content for the website, link videos, and migrate and populate pages. In addition, they will keep the blog updated, post images and event information. This volunteer will assist our Web Developer by keeping the site up-to-date with all the speaker and event information. This volunteer must have web development or blogging experience.

Support Volunteers - KEY MEMBER

These volunteers typically work the day of our events, and possibly a day or two before to prepare for the event. Hours required will vary due to our event schedule.

Floater – *10-15 hours a month*. We always need ambitious people who can float around during the event to help with check-in, questions, connecting people, handing out surveys or other tasks throughout the event.

Timer – *10-15 hours a month*. This volunteer will learn the timer technology, keep a list of each speaker's time limit and set the timer for each speaker based off of their allotted time. They will be needed for volunteer orientation the day before large events and the day of large events.

Ushers – *10-15 hours a month*. These volunteers will greet guests as they walk in, hand out program books, and answer questions. They will be needed for volunteer orientation the day before large events and the day of large events.