

Primary Event Organizer

Role & Responsibilities

Job responsibilities for the Primary event organizer for a main, Youth, Women or Salon event. Primary event organizers receive mentoring and support from Fiesta for the Mind board members.

Role Description

The Primary Event Organizer for a TEDxSanAntonio event serves as the “CEO” of that event team. Event Organizers must be nominated by a supporting Fiesta for the Mind board member, approved by the TEDxSanAntonio Licensee, and appointed by a board vote.

This person takes primary responsibility for the success of the event and all required activities. The Event Organizer recruits and leads committee chairs, and leads the entire volunteer and partner team to success.

The supporting board member will serve as the primary organizer’s mentor throughout the assignment. Mentors are also available for committee functions: sponsors & partners, marketing communications, logistics & volunteers, technology & production, and programming & curation.

Primary Responsibilities

- Create an event proposal and event plan and budget. Present to the Fiesta for the Mind board, and iterate as needed to gain approval. Keep the board and your mentor apprised of plans, progress, obstacles, achievements, milestones.
- Recruit committee chairs and volunteers needed to produce the event. Committees typically include:
 - sponsors & partners
 - marketing communications
 - logistics & volunteers
 - technology & production
 - programming & curation
- Schedule and conduct meetings with chairs and volunteers as needed.
- Submit attendee contact information to TED for a post-event survey.

- Ensure that required assets are submitted to TED and commitments under our license are fully honored.
- Completes and delivers to the board an event impact report that contains event highlights, participant numbers, outreach success/exposure, fundraising/budget summary, and survey results/comments/testimonials.

Resources

- [TEDxSA Event Kit](#) | Event Kit Checklist
- [TEDxSA Committee Roles & Responsibilities](#)
- [TEDx Event Organizer Guide](#)