



Applications are being accepted for the TEDActive conference in Palm Springs, CA, from February 21 – March 2, 2013

What is TED?

TED is a nonprofit devoted to Ideas Worth Spreading. It started out in 1984 as a conference bringing together people from three worlds: **Technology, Entertainment, Design**. Since then its scope has become ever broader.

What is the TEDActive conference in Palm Springs?

The TEDActive conference is held in Palm Springs, California in parallel with TED in Long Beach. The conference is an intimate live simulcast experience but showcases its own program which includes activities, workshops and events unique to TEDActive.

Internship Description: TED Operation Assistants

TED is accepting resumes for full-time, temporary positions from February 21- March 2 2013. TED is looking for Operation Assistants to assist and support our Operations Team on and off site.

The Operation Assistant will help oversee and be responsible for staffing in designated areas, serve as the first point of contact onsite for attendees, vendors and sponsors and help with administrative tasks. The position requires individuals who are results-oriented, enthusiastic, self-motivated, have excellent verbal communications skills and are extremely well organized.

The intern will be expected to adapt to changing working environments, think on their feet, take initiative and appear professional at all times. Regular evaluations, both formal and informal will allow for a productive and fun learning experience.

Knowledge, Skills and Abilities:

- Previous Theater Arts Experience (Technical and Design) experience is not required but will be considered a strong asset
- Professional, well-groomed and well spoken
- Cool and calm under pressure
- Friendly, out-going personality
- Be able to communicate effectively and courteously with high-level sponsors
- Able to take and give direction well
- Must be detail oriented
- Ability to focus on the task at hand
- Resourceful and self motivated

Requirements

Applicants must be a graduate in Theater Arts, Stage Management or a related field. Must be a highly motivated self-starter and demonstrate interest in live event production. Must be fluent in English, written and verbal. Proficient with Microsoft Office (Excel, Word) required. Second language would be an asset. TED does not provide transportation and accommodation.

How to Apply

Applications are being accepted until Monday, December 17, 2012. Please send a cover letter and resume to ariella@ted.com

Please note: Only shortlisted candidates will be contacted. Thank you for your interest in TEDActive 2013