

# TEDxMannheim

## WANTED: IT-Admin/system administrator (m/w) TEDxMannheim

### ABOUT TEDXMANNHEIM

TEDxMannheim is an independently organized event for business professionals, entrepreneurs, visionaries & creative minds. As the **biggest TED event in the region**, we brought together more than 500 participants from the private and public sector in 2018. Ten renowned and regional speakers from business, sports and culture gave inspiring talks to spark deep discussions about a topic greatly relevant in the Rhine-Neckar area and beyond. Don't miss this unique opportunity to become part of our organization team and help us to share *ideas worth spreading* across Mannheim and the Rhine-Neckar area.

**For TEDxMannheim 2019 we are looking for a highly motivated candidate to complete our passionate team on a voluntary basis!**

### WE ARE SEEKING FOR

- a self-motivated, confident individual who is exceptionally well organized and has previous experience of IT support
- somebody who is familiar with the following concerns:
  - knowledge of MS Office Suite, Hosting/Mail, and file servers
  - understanding of TED.com platforms, Slack, Newsletter platforms (e.g., MailChimp)
  - first experiences in coding, network concepts (Email, HTTP, SSL, TCP/IP protocols) and security/data privacy matters
  - excellent communications and relationship skills to adequately connect with a diverse team
- a person who can provide quick responses to requests in order to keep multiple projects moving forward simultaneously
- someone who has a passion for technologies, a keen eye for detail and teamwork spirit

### YOU WILL

- support the team of TEDxMannheim 2019 with all software and hardware issues
  - manage and perform maintenance functions such as user creation and assignment of rights and permissions
  - ensure and coordinate collaboration with external IT service provider
  - maintain, upgrade and troubleshoot software
- support in conception, execution and measurement of marketing activities (e.g. Social Media and PR)
- commit to make TEDxMannheim the most inspiring experience for all participants
- show genuine interest in challenging conventions, think big and inspire change
- have a good understanding of written and spoken English

### WE OFFER

- a dynamic and open-minded working environment, starting as of now, flexible working hours
- a highly experienced team all from different backgrounds (strategy & innovation consultant, designer, event organizer, and developer)
- access to our vast network in the Rhine-Neckar area and our renowned speakers from large corporates, local start-ups and government institutions and the opportunity to become part of the biggest TED event in the Rhine-Neckar region

### MORE INFOS

- Website of TEDxMannheim → <https://www.tedxmannheim.com/>
- Trailer of TEDxMannheim 2018 → <https://www.facebook.com/tedxmannheim/videos/429685077470805/>

**If we sparked your interest in becoming part of an inspiring TEDx conference, do not hesitate to get in touch**

**Please send your brief Motivational Letter and your CV to Oliver Brümmer, Licensee TEDxMannheim.**

We have a great office located near the main station in Mannheim:

Ideenwerkstatt Rhein-Neckar e.V. / MAFINEX-Technologiezentrum Mannheim / Julius-Hatry-Straße 1/ 68163 Mannheim

*We are looking forward to meeting you!*

