About General Volunteer Areas

In addition to day-of duties required of all volunteers, such as ushering, registration, and hanging signage, general volunteers work 2-10 hours per week throughout the planning of TEDxNaperville (usually June – November).

General volunteers often work as part of a committee that performs a variety of tasks essential for the conference's success. Some areas require fewer volunteers than others.

Volunteer Areas: **Adventures (8-10 volunteers)**

Organizing mentally-stimulating, local TEDx field trips

Overview

Adventures are specially-designed, mentally-stimulating excursions to local, suburban Chicago hotspots the morning of the conference. Adventures are included with an attendee's ticket purchase.

Adventures are run by special volunteers called "Adventure Hosts" that work alongside representatives from the hosting organization running the adventure organize and run the Adventure. They also act as a TEDxNaperville representative on the adventure itself, helping attendees get where they need to go.

Some previous adventures include tours of:
- Fermi National Accelerator Laboratory's dark matter research areas
- Argonne National Laboratory's supercomputer facility
- Education sessions on how to make beer with Solemn Oath Brewery
- The process of creating books and ebooks at Sourcebooks
- The history of chocolate (with tasting) at Le Chocolat du Bouchard
- Morton Arboretum's research facilities and their special beer tasting

Key Tasks
- Adventure Selection
- Hosting adventures the day of the conference

You'd Enjoy Doing This Volunteer Area If...

...you enjoy visiting interesting or off-the beaten path spots throughout the Naperville area, interacting with people, working alongside adventure representatives, and planning short, fun, micro events.

TEDxNaperville is an independently-organized event operated under license from TED and is hosted by:

XNet Information Systems Inc. 3080 Ogden Ave. Suite 303, Lisle, IL 60532
630-983-6064 | info@tedxnaperville.com | www.tedxnaperville.com

Volunteer Areas: **Content Writing (1-3 volunteers)**

Telling the conference's story, as well as developing content for blogs, newsletters, and social media

Overview
Marketing brings public attention to the conference through a variety of methods, including content creation, email campaigns, and social media. They are responsible for alerting pertinent technical and news organizations of the upcoming conference and disseminating information to our attendee database.

Key Tasks
- Newsletters & Email List
- Alerting Pertinent Organizations
- Social Media
- Storytelling & Content Creation

You'd Enjoy Doing This Volunteer Area If...
...you enjoy digital media, social media, connecting with others, and creating powerful content that drives interest in ideas worth spreading.

Skills Required
- Writing skill and an understanding of creating content that draws an audience
- Ability to effectively connect and communicate with others about the conference
- Knowledge of social media and basic web design. Knowledge of graphic design a plus.
- Ability to learn the web applications we use for outreach

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Volunteer Areas: **Partnerships (1-4 volunteers)**
Driving and maintaining relationships with business and community leaders who support the conference

Overview
TEDxNaperville forms relationships with various companies that contribute products, time, resources, and monetary investments towards the conference.

We refer to these relationships as "partners," not "sponsors" because a sponsorship implies handing over a logo and a check when we instead work to actively engage partners in the conference creation process.

As partnership managers, you are responsible for creating new partnerships, as well as fulfilling the needs of current partnership. Think of this as sales and/or account management.

Key Tasks
Acquiring partnerships
Fulfilling partner perks

You'd Enjoy Doing This Volunteer Area If...
...connecting with and selling to brands and managing relationships with those brands. You'd also enjoy this area if you like working alongside partners in a consulting capacity, assisting them with creating high-impact experiences for our attendees at the conference, such as coaching them on creating unique displays, demos, or activities.

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Volunteer Areas: **Experience Design (15+ volunteers)**

Designing activities for attendees to engage with during the conference

Overview

TEDxNaperville is more than a conference of speakers and watchers, it's a venue for sparking deep discussion and a platform for creating movements and action. All of that is facilitated by the environment that we create surrounding the ideas spread here.

Experience design manages the look and feel, interactive properties, and organization of the physical venue through building sets, creating engaging activities, designing rooms, and setting mood. It also involves designing an auditorium and stage that captures the essence of our theme, our conference, and the ideas spread during throughout the day.

Key Tasks
- Stage design
- Venue design, including catering, attendee flow, partner areas, displays, etc.
- Signage

You'd Enjoy Doing This Volunteer Area If...

...you love the logistics of event planning and creating experiences meant to stay with people long after the conference has added. You also have a design eye and enjoy working with your hands and radically experimenting with the space around you.

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Volunteer Areas: **Production (1 volunteer)**

Running the live event from the production booth, including visuals and cues

Overview
Production and AV deals with the technical running of the live event. It includes running the cues, working with production personnel from the venue, and ensuring all speaker visual aids and slides are organized and operating properly.

Production often involves managing various technically inclined individuals rather than pushing the buttons yourself. Your job will be to have an overall view of the conference's direction, ensuring all cues, lighting, sound, and visual components operate on time and without issue.

Key Tasks
- Working alongside venue production team as the TEDxNaperville liason
- Stage Management
- Running the Live Event
- Speaker Slides & Visual Aids

You'd Enjoy Doing This Volunteer Area If...
...you care less about being in the spotlight, and more about bringing powerful ideas to fruition. You love getting into the live production of a real event and want to learn how the technical aspects of an event look like. You have some technical ability and a love for pushing buttons.

Skills Required
- General familiarity with technology and the ability to learn and adapt to new technologies
- Good organizational skills and the ability to juggle multiple production factors at once, such as cues, visual elements, blocking, etc.
- Ability to be cool in high-pressure environments
- Ability to understand visual requirements for the conference, experience supporting live events (stage management, stage and sound equipment familiarity)
- Knowledge of Adobe PhotoShop is a plus

Volunteer Areas: **Visual Design (1 volunteer)**

Graphic design and direction of the event, including marketing materials, badges, and theme

Overview

Graphic Design & Visual Communication involves the design and production of all digital and physical material needed for conference marketing and information display, both before and during the conference. This includes attendee badges, shirts, posters, signage, ticketing platform, website, newsletter images, and any other visual or elements required by other teams.

Key Tasks

- General Marketing Materials
- Name Badges
- Shirts
- Theme Design & Logo
- Ticketing & Registration Platform
- Venue Signage
- Website Management

You'd Enjoy Doing This Volunteer Area If...

...you have an eye for design and creating beautiful visual messages, understand and are actively engaged in the most recent design trends, know how to use graphic design programs, and understand the basics of web design (including SEO) and running WordPress websites.

Requirements for this Volunteer Area:

- Proficiency and experience with design programs including but not limited to: Adobe PhotoShop, Illustrator, and InDesign. Premiere Pro is a bonus, but not required.
- Knowledge of and experience with web design and managing WordPress websites based on a theme template.
- Ability to accept design critiques. TEDxNaperville has high design standards, reviewed and approved by the creative director and the curator. It is possible that some or many of the designs you create will not be used.
- Minimum of 3 years of graphic/web design experience
- An online design portfolio

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