



Job Title

Designer

About TEDMED

TEDMED is the independent health and medicine edition of the world-famous TED conference, dedicated to “ideas worth spreading.” TED Talks have been viewed online over two billion times around the world. TEDMED is a non-profit that is wholly owned by The TEDMED Foundation, a 501(c)3 Public Charity.

Created by TED’s original founder, TEDMED convenes and curates extraordinary people and ideas from all disciplines both inside and outside of medicine in pursuit of unexpected connections that accelerate innovation in health and medicine. Best known for our annual event, TEDMED is a year-round global community.

We are looking for a creative **Designer** that can help us tell the TEDMED story, visually. This role will be based at our headquarters in **Stamford, CT** and will report to the Chief Operating Officer.

Primary Responsibilities

This position will support conception and production of a range of creative content, primarily for use in digital formats. These graphics and materials will be used on our social media accounts, on our website, in outbound email marketing, in presentation materials created for our community, and will support our live event. Your work will broadly support our mission, the annual TEDMED event, and a variety of year-round programs and initiatives.

Specific tasks will include:

- Contributing to the design of TEDMED.com, with a particular focus on promoting our annual event, by collaborating with our Marketing team and using our annual event style guide.
- Providing weekly graphic support for marketing emails, website content updates, and social media posts.
- Developing email templates for all event-focused and program-based campaigns and announcements.
- Providing image/graphic preparation and support for the annual production of the event’s mobile app, “TEDMED Connect”.
- Developing digital graphics for display on stage and throughout a variety of venues at the annual TEDMED event.
- Coordinating with our event media management team to supply and support graphic design needs for the event stage.
- Leading collection, organization, and storage of photography from each TEDMED event and across all initiatives.



- Assisting in development of graphics used in our live and on demand broadcast of stage content as a part of our TEDMED Live Program.
- Updating annual presentation materials, using photography from our most recent event.
- Collaborating with TEDMED's Speaker Artist for production and organization of illustrations used in marketing materials.
- Assisting with coordination, conception, and delivery of annual TEDMED event logo and style guide, created by our external print design agency.

Qualifications

- 3-5 years of design, marketing, and communications experience.
- Has an understanding of digital design requirements and is comfortable generating content in web-specific dimensions and file formats for use on websites and social media platforms.
- Is proficient across the Adobe Suite of Design products, with specific skills in Photoshop, Illustrator and In Design (experience with Premeire Pro or comparable video editor, a plus).
- Outstanding organizational skills and the ability to handle multiple projects simultaneously while meeting weekly and extended deadlines.
- High level of proficiency in Microsoft Office Suite (Word, Excel, Powerpoint) and Google Suite (Gmail, Google Docs)
- Experience copyediting and proofreading is a plus
- A strong writing ability with experience writing for all types of marketing communications (digital, social media, advertising) is a plus
- Excellent interpersonal skills, positive attitude and entrepreneurial drive.
- Education: Bachelor's degree required

Reports to:

COO

Location of position:

Stamford, CT (TEDMED Headquarters)

Salary:

Competitive

Benefits:

Full health and dental insurance

Generous paid time off and holiday schedule

Non-matching 401k

Open office and collaborative environment



Terms of Engagement:

This position is a full time position and is located in Stamford, CT. Given the collaborative nature of the TEDMED team, candidates wishing to work remotely will not be considered. This position is ready to be filled as soon as possible.

Interested candidates should submit their CV and resume to careers@TEDMED.com.



Successful candidates will have strong communications, research, science and analytic, writing skills (science communication experience/background strongly desired) and an ability to communicate information in a professional, friendly, and diplomatic way (written and verbal). This individual should be highly organized with strong multitasking abilities, pay close attention to detail, enjoy a diversity of people and work, and have a love of teamwork and collaborative environments, flexibility, creativity, and intellectual curiosity. Big picture synthesis, artistic appreciation, and creative writing skills are also highly desired.