

## Brand and Communications Manager

**Reports to:** Head of Marketing

**Location:** Hybrid (Majority remote/WFH, with occasional in-person meetings required in Melbourne CBD)

**Type:** Volunteer, approx. 2-5hrs per week (with the option to attend/volunteer on event days 1-2x a year also)

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### Role Overview

TEDx Melbourne is seeking a creative, strategic, and community-minded Brand & Communications Manager to lead and shape initiatives that amplify our mission and presence.

This volunteer role is a unique opportunity to contribute across TEDx Melbourne's flagship events, salon forums, thought leadership content, community programs, and more.

You will be the key driver of meaningful brand and communications initiatives, bringing new ideas, supporting strategy, and collaborating across functions to ensure TEDx Melbourne's voice, image, and impact are compelling and cohesive.

### Key Responsibilities

As Brand & Communications Manager, you will:

- Lead and implement brand, marketing, and communications initiatives across TEDxMelbourne's events, forums, and community programs.
- Develop and maintain thought leadership content that communicates TEDxMelbourne's mission, impact, and ideas worth spreading.
- Support team management, including volunteer onboarding, coordination, and ongoing engagement.
- Bring creative ideas and strategic insights to strengthen TEDxMelbourne's presence, messaging, and storytelling.
- Work collaboratively across all functions of the TEDxMelbourne leadership team to ensure consistent brand voice and alignment with organisational priorities.
- Help grow and engage TEDxMelbourne's community, both locally and beyond.

## Skills & Experience Required

We're looking for someone who is:

- Experienced in marketing, brand management, or communications, ideally with **3–7 years** in the field.
- Passionate about technology, engineering, design, or innovative ideas, and able to translate complex concepts into compelling storytelling.
- Highly collaborative, able to work across teams and with volunteers to deliver high-impact initiatives.
- Strategic and creative, with the ability to bring fresh ideas and execute them effectively.
- Comfortable leading small teams or volunteers, including onboarding, guidance, and ongoing support.
- Community-minded, driven by a passion for ideas that make a difference.
- Comfortable dedicating **2–5 hours per week** to this meaningful volunteer role.

## Why join us?

- The opportunity to contribute your expertise to an influential, globally recognised organisation.
- A supportive, values-driven community that celebrates creativity, innovation, meaningful conversations and impact.
- The chance to help shape the financial backbone of TEDxMelbourne's events and initiatives.
- Entry and backstage pass to all TEDxMelbourne events

## About TEDxMelbourne

TEDxMelbourne is part of the global TEDx community, dedicated to showcasing “ideas worth spreading.” We are a dynamic, purpose-driven organisation that brings together volunteers, thought leaders, creators and community members to deliver high-impact events and initiatives. Our team thrives on creativity, collaboration and a shared commitment to making meaningful change.