Digital Technologist

Reports to: Head of Marketing

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

Type: Volunteer, approx. 2-3hrs per week (with the option to attend/volunteer on event days 1-2x a year also)

Role Overview

The Digital Technologist plays a key role in supporting the digital ecosystem of TEDxMelbourne. Working closely with the marketing and event teams, you will manage and optimise the organisation's core digital platforms. This includes maintaining the website, managing email communications, supporting event technology, and ensuring smooth integration between tools used for marketing, registration, and internal collaboration.

You will help ensure that all digital systems run smoothly, support audience engagement, and create a seamless experience for both attendees and the internal team.

Key Responsibilities

Website & Digital Platforms

- Manage and maintain the organisation's website using Webflow.
- Update event information, talks videos, speaker profiles, and content as required.
- Ensure website performance, usability, and accessibility remain high.

Email Marketing & Audience Engagement

- Support email marketing campaigns through Mailchimp.
- Support the marketing team with audience segmentation, list management, and automation.
- Monitor campaign performance and suggest improvements.

Event Technology

- Manage and maintain event pages and registrations through Eventbrite.
- Support integration between Eventbrite, Mailchimp, and other platforms.
- Assist the team with digital tools during event preparation and delivery.

Internal Digital Systems

- Support the team with on-boarding set up, including Drive, Docs, Sheets, Notion, Okta
- Maintain organised digital documentation and shared resources.

Process Improvement

- Help ensure digital systems are simple, reliable, and scalable for future events.
- Recommend tools or integrations that improve efficiency across teams.
- Identify opportunities to improve digital workflows and automation.

Skills & Experience Required

- Demonstrated experience managing websites using Webflow.
- Hands-on experience with Mailchimp and email marketing systems.
- Familiarity with Eventbrite or other event management platforms.
- Strong working knowledge of Google Workspace.
- Experience using Slack or similar collaboration tools.
- Strong problem-solving ability and attention to detail.
- Ability to explain digital tools clearly to non-technical team members.
- Comfortable working in a collaborative, volunteer-driven environment.
- Alignment with the mission and values of TEDx.

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.