



**OXFORD
GLOBAL
CONFERENCES**

The production department develops and writes scientifically driven, commercially viable conference programmes featuring world-class speakers and innovative life sciences research.

As a conference producer you will be responsible for your own portfolio of events. Your work includes extensive market research, recruiting of speakers, writing conference agendas, supporting the sales and marketing teams and managing website content for your conferences. A deadline driven approach and international travel is required.

Job Description:

- Responsible for developing and maintaining profitable conferences within quality, productivity, revenue and cost management targets
- Undertake comprehensive telephone and internet based market research in order to increase understanding and produce cutting edge conferences
- Lead source a contact list of potential presenters appropriate for the conference program
- Inviting and confirming the required level and mix of presenters to produce and deliver a value driven conference
- Writing coherent, commercially driven conference agendas and content for event websites
- Assist the operations department with conference planning and conference management when required to do so
- Responsible for developing and presenting the marketing, delegate and sponsorship sales briefs for the event and supporting the departments through the campaign
- Attend all conferences produced and alongside other team members perform all event management tasks required to ensure the smooth running of the event

The ideal candidate will be a graduate and have excellent research and organisational skills, with the ability to work independently and handle multiple projects within strict timelines.

Benefits of this role:

You will receive a basic salary from £18,000-21,000 PA + commission.

To the right candidate we provide excellent remuneration, training, benefits and long-term career plan.

Additional benefits include - gym membership, pension scheme, and regular social events.

Oxford Global Conferences Ltd

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