



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

As an Assistant Conference Producer, you will be responsible for developing and maintaining profitable conferences within quality, productivity, revenue and cost management targets. Your work includes extensive market research, recruiting of speakers, writing conference agendas, and managing website content for your conferences.

### **Job Description:**

- Provide conference production support for Senior Team Leader and/or Director
- 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 conferences, and alongside other team members perform all event management tasks required to ensure the smooth running of the event

### **We are looking for someone with:**

- Excellent research and organisational skills
- The ability to work independently and with others in the campaign team
- Strong organisational skills, who can handle multiple projects within strict timelines

### **Benefits of the role:**

You will receive a basic salary of £16,000-£18,000 to begin, and with opportunities for progression and regular reviews of pay.

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.



*"My job involves recruiting speakers for our events, researching topics, briefing the other teams on the conference programme and then attending all the conferences I produce. I joined Oxford Global around a year ago as an assistant and in my time at the company I have been really grateful for the opportunities given to accelerate my career and develop the skills needed to progress in this industry."*

**Jessica, Conference Producer**