

For over 10 years, Oxford Global Conferences has produced cutting edge events and congresses for the Life Sciences Industry, annually bringing together over 3,000 industry leaders and solution providers at a senior level, creating the opportunity to partner, network and knowledge share.



Job Specification: Assistant Conference Producer

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

As an Assistant Conference Producer, you will be responsible for developing 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. This is a fantastic opportunity for those looking to start their career path in events.

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 contact lists of potential presenters appropriate for the conference program
- Invite and confirm the required level and mix of presenters to deliver a value driven conference
- Write coherent, commercially driven conference agendas and content for event websites
- Assist the operations department with conference planning and conference management
- Responsible for developing and presenting the delegate and sponsorship sales briefs for the event
- 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.

What our staff say:

"Production is a highly interesting and rewarding role. From discussing industry trends with leading experts, curating detailed programmes and travelling around the world to see your programmes come to life, there is lots of experience to be gained. Aside from these great opportunities, one of the main rewards is working alongside such friendly and talented people!" Stefanie, Senior Conference Producer

Interested in joining the team? Email your CV and cover letter to
careers@oxfordglobal.co.uk

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