

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: Conference Programme Producer

The production department develops and writes 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 the recruiting of speakers, writing conference agendas, working with the sales and marketing teams, and managing speaker relations at the event. A deadline driven approach and international travel is required.

Job Description:

Production and Market Research

- 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 keep up to date 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 of coherent, benefits driven agenda outlining the proposed presentations and content of the conference
- 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 all conferences produced and alongside other team members perform all event management tasks required to ensure the smooth running of the event
- Supervising Jr Conference Producers on processes and workload

Marketing

- Responsible for developing and presenting a marketing brief for the event and supporting the department through the campaign
- Writing of content suitable for upload to event website
- Coordinating alongside the marketing manager the event brochure / advert designs

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
- Ideally managerial experience

Benefits of the role:

You will receive a basic salary of £18,000-£21,000 plus 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.

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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