



Job Specification: Assistant Events & Conference Producer

As an Assistant Events & Conference Producer, 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.

Role Responsibilities:

- Undertake comprehensive internet based market research in order to increase understanding of the industry
- Lead source contact lists of potential presenters appropriate for the conference program
- Invite and confirm the required level and mix of presenters to deliver an industry leading conference
- Writing of content suitable for marketing campaigns to highlight benefits and stand out features of the event
- Responsible for developing the delegate/sponsorship sales and marketing 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
- Data entry and database admin to maintain up to date records
- Provide conference production support for Senior Team Leader and/or Director

We are looking for someone with:

- Excellent research and organisational skills
- Ideally strong writing and proofreading skills
- The ability to work independently and with others in the campaign team

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.

Location:

Our offices are located on the Botley Road, with shops/restaurants within walking distance and easy access into Oxford City Centre.

Company:

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.

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