



Job Specification: Conference Producer

As a conference producer, you will be responsible for your own portfolio of events. Your work includes researching industry trends, the recruiting of speakers, writing conference agendas and marketing collateral, and managing speaker relations at the event.

Role Responsibilities:

- Undertake comprehensive telephone and internet based market research in order to identify latest topics and trends for your conferences
- Lead source, invite and confirm the required level and mix of presenters to produce an industry leading conference
- Responsible for developing and presenting the delegate/sponsorship sales and marketing 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
- Writing and proofreading of various event documents, including marketing emails, agendas and web copy
- Writing of content suitable for marketing campaigns to highlight benefits and stand out features of the event
- Responsible for the preparation and on-day management of virtual conferences, webinars and symposiums within your portfolio of products

We are looking for someone with:

- A deadline driven approach and international travel is required
- Excellent research and writing 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 £21,000 – £25,000 plus commission. To the right candidate we provide excellent remuneration, training, benefits and long-term career plan.

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:

"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 three years 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, Head of Production Operations & Delivery

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