



## **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 £18,000-£19,000 to begin, and with opportunities for progression and regular reviews of pay. To the right candidate we provide excellent remuneration, training, benefits and a long-term career plan. Staff are also provided with annual appraisals, mental health support during our Time to Talk days and annual staff awards to recognise achievements.

Additional benefits include - gym membership, flexible/home working opportunities, regular social events, increment of holiday during employment.

**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 four 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](mailto:careers@oxfordglobal.co.uk)

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