



Job Specification: Senior Conference Producer

Conference Production involves a fascinating mix of research, creativity, content writing and key stakeholder management. As a Senior Conference Producer, you will be responsible for your own portfolio of events. Your work involves in-depth research of industry trends in order to recruit industry experts as speakers and develop a programme that covers the key areas of interest for your target audience. This is a fantastic opportunity for an experienced Conference Producer eager to take the next step in their career and build their commercial acumen.

Role Responsibilities:

- Undertake comprehensive market research (predominantly phone-based) into the relevant industry and topics to develop commercially viable conferences, ensuring that all new events & topics are highly sponsorable and of interest to a distinct delegate pool
- Lead advisory board meetings across the year to develop your portfolio of products further
- Support the business dashboard creation for your events, including identifying sponsor landscape to ensure events hit revenue targets
- Produce compelling conference agendas and recruit high-level speakers through lead sourcing the required level and mix of presenters to produce an industry leading conference, with emphasis on interactive programme elements as well as case study presentations
- Work closely with Production Heads to develop and refine conference programmes and the value proposition to the market, including suggesting new event focusses within your portfolio of products
- Write and deliver delegate/sponsorship sales and marketing briefs for the event, ensuring they identify the key USPs, event purpose, commercial and marketing opportunities
- Lead the editorial content production for your portfolio, through production of innovative content pieces, including webinars, surveys, podcasts and video Q&As with key opinion leaders.
- Write and proof-read various event documents, including marketing emails, agendas and web copy, to highlight benefits and stand out features of the event
- Work closely with the operations team to prepare for and manage the virtual and in-person conferences within your portfolio of products
- Attend all conferences produced 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:

- Minimum 2 years of experience in a conference production role, ideally within the life sciences industry
- A degree or equivalent qualification
- 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 £27,000 - £30,000 plus commission. 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.

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