



Job Specification: Research & Events Graduate Scheme

Through undertaking the Research & Events Graduate Scheme, you'll be able to fast-track your career in a content-focused and commercially oriented role. Sitting within the Conference Production team, the role includes extensive market research, recruitment of speakers and admin for our portfolio of life sciences events. This is a fantastic opportunity for someone looking to start a career path in research/events.

Role Responsibilities:

- Provide conference production support for Senior Team Leader and/or Director on a portfolio of life science conferences
- Assist in developing the programmes of virtual symposiums and in-person conferences through undertaking comprehensive market research
- Lead-source, invite and liaise with senior-level speakers
- Write the marketing and website copy to highlight benefits & stand-out features of the event
- Support the on-day delivery of marketing content, including webinars and video Q&As
- Develop the delegate/sponsorship sales and marketing briefs for the event
- Data entry and database admin to maintain up to date records
- Assist in the preparation and on-day management of virtual conferences and symposiums
- Attend conferences, 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:

- A degree or equivalent qualification, ideally in the life sciences
- Excellent research and organisational skills
- Ideally strong writing and proofreading skills
- Good communication skills, with a willingness to undertake phone-based market research
- 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-£20,000 (plus commission, expected OTE £20-23k) 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