

Job title: Conference Producer
Location: Bristol, UK
Salary: £25,000 - £35,000 depending on experience
Hours: Full time
Job Type: Permanent
Start Date: February 2018
BNC Ref: BNC158

An exciting opportunity has arisen for an experienced conference producer to join a fast growing conference production team based in Bristol city centre. The company is expanding its portfolio of international events for the global plastics industry and is seeking a highly motivated and intellectually and curious producer to research and create compelling programmes to help continue growth.

The successful candidate will be part of a dynamic team of producers working alongside experienced conference organisers who handle event logistics. They will also receive support and guidance from the knowledgeable team of market consultants and magazine editors.

The company is a leading organiser of plastics industry conferences, running 60 events per year in Europe, America, Asia and the Middle East. It also provides consultancy services, produces market reports and directories, and publishes a range of focused digital magazines that are distributed globally.

Role responsibilities:

- Conduct primary and secondary research to identify market trends and enable the production of high quality conference programmes tailored to the needs of the industry.
- Identify and invite expert speakers.
- Build a network of key industry professionals, inviting them to speak at the event and to advise on latest industry trends.
- Project manage the event, in conjunction with the conference organiser, to ensure that key deadlines and targets are met.

- Produce relevant content for conference literature and effective marketing campaigns and.
- Occasional business trips to attend national and international events.

You will need:

- Strong track record of generating successful B2B conference programmes and securing high-level speakers.
- Excellent organisation skills with the ability to multi-task working on more than one project at a time and to tight deadlines
- Good communication and telephone skills with an attention to detail.
- Fluency in English and one additional language (preferred).
- A keen and inquisitive mind able to gather, analyse and interpret quantitative and qualitative data to identify and forecast trends, strategies and competitive dynamics within the researched sector.
- It would be an advantage to have experience of working on events in a related market – e.g. manufacturing, chemicals, oil & gas, materials, science, engineering, product design, automotive, medical or packaging.

In return we will give you:

- Competitive salary
- Generous holiday entitlement plus ability to buy more
- Training & development opportunities
- High street discounts
- Discretionary bonus scheme

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