

BNC RECRUITMENT

Support Services for Event Professionals | Vacancy advertising for hiring companies |
Free promotion to members of The BNC



JOB TITLE Conference Producer

REF: BNC217

SALARY:

REPORTING TO: Working under the direction of the Conference Director and relevant/ assigned Editorial team-member throughout the events' life-cycle which includes, but is not limited to

Responsibilities

In-depth market and industry research of key subject areas and hot topics within a particular industry sector. Identifying the target audience and finding out what they want / need to know

Speaker Acquisition – Identifying high-level, influential industry experts and to speak at the conference

Copy Writing – Writing promotional copy in the form of a conference programme, in the language of the target audience, ensuring that all sales-driven materials such as web, direct mail and email copy will maximise delegate attendance

Remain up-to-date on industry trends; research and develop ideas for new conferences that will qualify for the inclusion in the Event Portfolio

Understand and predict event production so as to properly align concepts, ideas, and programs with expected or required budget parameters

Generating new ideas for content of conferences based on global trends

Develop creative, dynamic marketing plans and collateral to promote the events effectively

Developing strong relationships with key stakeholders including senior level industry professionals

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C-level engagement on a daily basis, speaker support, ensuring content is developed properly and is of an acceptable quality to be presented in our events.

Manage risk in live event environments including testing, back-up plans, and minimizing opportunity for mistakes in the run of show

Requirements

- Minimum 4 years' experience in events' content development in b2b or trade conference industry
 - Significant event production experience, for both live and streamed events
 - Excellent communication skills – written and verbal
 - Competent in event life-cycle and project management, research and attention to detail
 - Strategic thinker who can identify emerging trends and market shifts
 - Digitally savvy, professional demeanour, superior communication and presentation skills
 - Ability to gather, organize and summarize large volumes of data
 - Proven ability to deliver in a deadline-driven public relations and communications environment
 - Strong creative vision and point of view for events, event video and overall conference production
 - Strong interpersonal skills and “get it done” philosophy
 - Upbeat and positive attitude with an always client-focused personality
 - Demonstrates flexibility under tight deadlines including identifying key trade-offs
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APPLY FOR THIS JOB TODAY!

Submit all CVs to melissapaulden@thebnc.co.uk

- QUOTING REFERENCE BNC217 -