

## **Event Producer – REF BNC171**

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This company's events department is a fast-growing division of the company. It now requires an experienced Event Producer to join the team and assist us in further expansion.

Reporting directly to the Head of Events, the successful candidate will be an ambitious and articulate individual, who is well organised and be able to efficiently manage several events at once. You will be used to undertaking in-depth research to develop content-driven event programmes and confirm key industry speakers. The role will also include travelling to each event and on-site speaker management, making sure the programme is delivered smoothly and on time.

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### **Key tasks and responsibilities:**

- Taking ownership of 3-5 events/year – developing the agenda and confirming speakers within agreed timelines to produce commercial event programmes that sales and marketing can use to attract both sponsors and delegates to the event.
- Developing a strong working knowledge of the receivables finance sector and identifying key topics and/or locations where the industry is experiencing growth.
- Developing relationships with c-level executives across the industry
- On-going industry research to identify competitor events, new event formats, new topics and new locations to further grow the event portfolio in consultation with the Head of Events
- Producing sales-driven copy for marketing emails
- Working closely with the Events Co-ordinator to ensure they have the most up-to-date information on the programme and any speaker requirements.
- Liaising with sponsor speakers to confirm their involvement on the agenda.

### **Pre-event**

- Conducting industry research – phone, online, face to face meetings – to develop event agenda
- Confirming 30-40 industry speakers for each event
- Collecting speaker's bios and headshots to market their involvement
- Working with Marketing to set a marketing schedule for each event
- Writing marketing copy and sending out emails to in-line with the marketing schedule
- Working with Design to produce the event programme and ensuring content is kept up to date
- Managing event website – writing copy and ensuring all speaker information is correct
- Liaising with sponsor companies to confirm their speaker and agreeing programme involvement
- Communicating event updates to the wider team and senior management

## BNC RECRUITMENT

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



### On-site

- Onsite management and ownership for the running order, schedule and agenda of the conference
- Managing all speakers onsite, introducing them to the chairperson and moderator, ensuring they have the latest event information, checking their slides are up-to-date
- Networking with speakers, sponsors and delegates to grow industry relationships and gathering feedback for future development of the event and/or future events
- Working with the wider team to ensure the event runs smoothly

### Post-event

- Thank you emails to all speakers requesting further feedback and testimonials
- Leading a de-brief meeting for internal feedback on the event
- Working with Head of Events to set goals for next year's event

### The Candidate

- University graduate with 2:1 minimum degree
- Minimum of 1-2 years' experience in B2B event production role(s)
- Experience of producing event programmes for business finance is desirable but not required
- Experience of working in a publishing company or a media company is desirable but not required
- Experience of liaising with c-level executives
- Excellent time management and organizational skills with ability to manage multiple tasks at any one time
- High level of IT competency, including word and excel and experience of using a CRM and email marketing software
- Excellent interpersonal skills - ability to deal with a wide range of people at all levels
- Accuracy with an eye for detail
- Ability to prioritise, plan and organize workload often with conflicting time constraints
- Flexible team player, with ability to work under pressure
- Ability to use initiative and work largely self-directed
- Ability to travel internationally, as required

The company is based in Bromley, near London.

**Please submit CVs to Melissa Paulden at The BNC - QUOTING REFERENCE BNC171 - who will then forward all appropriate candidates to the hiring company: [melissapaulden@thebnc.co.uk](mailto:melissapaulden@thebnc.co.uk)**

THANK YOU