

Experienced Conference Producer

Employer: Symposium Events Ltd.

Job Title: Conference Producer

Location: Central London

Summary: An exceptional opportunity for an experienced conference producer to join a dynamic B2B conference development and production company. You will have at least one years' conference production experience and will join a team of three other Conference Producers researching, planning and creating high-level programmes for B2B delegate funded conferences.

Salary: £22K - £26K basic (based on experience), plus profit share & bonus (OTE £26K - £32K)

Long Description:

The role of Conference Producer involves thorough research of conference topics and acquisition of high-level speakers – a combination of excellent phone and internet research skills are required. You will be responsible for structuring the conference agenda as a result of telephone research with senior managers from a cross-section of organisations, selecting and inviting high-level speakers, writing punchy sales copy, designing the conference brochure and ensuring profitability of entire projects – from the initial idea to the smooth running of the event. Good business acumen and creativity is essential. You will brief the marketing, sales, and logistics teams on strategy and leads for conference promotion. You will produce approx. 10 one-day conferences per year and attend on the day, to ensure smooth running of the event – strong organisation and inter-personal skills are crucial.

You should have approximately one years' conference production experience working for a comparable conference company and will be able to demonstrate strong analytical, research and copy-writing skills. This role will suit an established conference producer looking for a new challenge with career development opportunities in a dynamic and growing conference company. A high standard of written English is essential.

Symposium Events is a fast growing conference production company and the UK's leading producer of specialist delegate-funded conferences aimed at HR and related professions, as well as public Sector events. This is a full-time, permanent conference production position, created in response to growth within a dynamic conference business.

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