



Conference Producer – Event Partners

Event Partners is recruiting for an exciting role as a trainee conference producer based in our Brighton office. This is an opportunity to train under an experienced team and launch yourself into a career as a conference producer – eventually managing your own portfolio across both UK and international shows. Event Partners is a small but rapidly growing company with a great company culture. You will find yourself amongst a fun and hardworking team focused on delivering a growing portfolio of large scale B2B exhibitions and conferences in technology-focused sectors.

Where you would start: Trainee Conference Producer

With several large-scale events planned in the UK and internationally, the role will initially be support based, shadowing the team and aiding with content research, admin duties, speaker research/ acquisition/ liaison, calendar management and on-site assistance at events.

The first months will ease you into the events process without the pressure of running your own event portfolio. It is a vital role requiring someone organised and willing to get on with tasks quickly as there is a lot for the content team to produce.

Where you would be going: Conference Producer

Over the course of your first weeks and months we would seek to train you up as a conference producer responsible for the below tasks:

- Develop a good understanding of each of your conferences and sectors – particularly the event history, supply chain/ market mapping and key companies
- Identify leading companies and key representatives in both technical/ executive roles for potential research calls and speaker propositions
- Recruit an advisory board to give input on the agenda and raise the profile of the event
- Conduct detailed telephone research with strategy and technical experts
- Write a carefully researched, topical conference agenda, paying attention to format and flow – this might be a one day, one track event, or multi-day multi-track programmes
- Inviting, confirming and managing all the speakers for your conference
- Write copy for the website, marketing emails and any other promotional collateral
- Keep your finger on the pulse of trade press to see what's changing and what might be most interesting for future programmes
- On site management of each of your conferences
- Project management – you are responsible for the conference, from launch through to on-site delivery and post show reporting which is essential to learn what worked and enabling us to constantly improve the programme

The Ideal Candidate:

- **Degree educated – or equivalent experience:**
 - Humanities graduates welcome – the skill of absorbing large amounts of information and distilling it into a concise and informative programme is key



- o Engineering degrees are also suitable due to the increased understanding of technical subject matter
- o Our events are in high end manufacturing and require the willingness to attain a basic grasp of complex technologies e.g., nanotechnology or battery cell chemistry. By no means do you need a PhD but if you are technically minded and a good writer this is a great combination
- **A people person** – you can't be afraid to pick up the phone, there is no sales involved in this role but you will be speaking to lots of different people from CEOs to engineers and need to be able to build rapport and ask the right questions to develop your programme
- **Organised** – events are deadline driven and you need to be able to hit your targets on time, there are often several spinning plates and multitasking is a must!
- **Commercially minded** – you will need to understand the role that the conference has to play in the wider event success and how best to support the sales team where possible
- **Computer literate** and competent with Microsoft's Office Suite
- **An excellent writer** – you will be taking complex subjects and large amounts of phone and desk research and translating this into the event programme. You also need to write attractive, succinct and SEO friendly content and understand the varied styles needed for different mediums, including websites, emails and agenda copy
- **A fun person and team player!** We are a professional but fun team and we like working with professional and fun people, so if you feel that this is you and you fit the above profile, do get in touch.