

JOB DESCRIPTION

Position: Conference Producer

Location: New York / Hybrid

Reporting to: Production Manager / Head of Production

Contract Type: Permanent

Hours: Full time - Monday to Friday.

SAE Media Group is a highly professional, world leading business that specialises in the production of B2B Conferences. Part of the SAE International, we research, create, and deliver events in the Defence, Security, Energy, Utilities and Pharmaceutical sectors.

Following the success of the last 15 months and specifically of our US based events, currently produced and sold by our team in London, we're opening a branch in NYC. This is an exciting opportunity and a critical role to ensure continuous growth of our business.

SAE MG Company Mission Statement

Connecting global communities with focused networking conferences, we provide our customers with solutions through industry knowledge and collaboration

Core Values

- Entrepreneurial Mindset
 - Customer Needs Front of Mind
 - Solutions Focused Through Collaboration
 - Excellence in Communication
 - Empowerment Through Trust
 - A Kind and Supportive Culture
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Purpose of the Role

- To provide relevant Sectors with business-to-business information through the forum of conferences
- To develop a breadth of understanding within specific industry of strategic and commercial issues through speaking to industry representatives, reading trade journals and press releases and web-based research.
- To develop ideas into quality two day, on-target revenue generating events
- Where appropriate deliver a full or half day interactive workshop or a designated Focus Day on a complimentary subject to the conference
- To continually pass leads/ideas to Telesales, Marketing, Sponsorship, and other Producers within your team

The company reserves the right to review and update the profile to reflect the changing needs of the business. However, any significant changes will be discussed in consultation with you.

Key Tasks

- Research, write & produce a minimum of 7-8 business conferences per annum.
- Produce each event to the highest quality possible, curating content for the relevant community, within 30 days, working to the specifications outlined and adhering to the requirements of the production schedule.
- Invite a minimum of 80 potential speakers per event (all invitees must be relevant and have received written details of the conference)
- Ensure data is requested and received from all invited and confirmed speakers and workshop leaders and added to the internal database daily.
- Secure 16 speakers and a chair and be in receipt of their confirmation forms by the end of the 30-day production cycle.
- Ensure deadlines are met and production targets achieved and exceeded.
- Keep the Production Manager fully informed and aware of the progress of each conference and any problems.
- Maximise event profitability (keeping speakers expenses to a minimum)
- Work with Sponsorship and telesales, passing on leads and suggesting potential sponsors and finally following up any leads passed on and researching additional leads.
- Work with Marketing to check all marketing material relevant to your conferences, advising them on how best to attract potential delegates, making suggestions of associations, societies, and journals suitable for external marketing activity. Provide a mid-production marketing brief to add any developments or refinements to the initial research brief.
- Add additional value to the conference programme wherever possible.
- Complete all aspects of conference administration (confirmation forms, expense forms, guest place forms and handovers) accurately and on time.
- Ensure the conference information is displayed on the web site and that the material is correct and up to date.
- Ensure replacement speakers are found for existing conference programmes and that Marketing, Telesales, Sponsorship, the Conference Executive, Client Services and Website Support are aware of the changes.
- Attend and open conferences, bringing workshops and future events to the attention of speakers and delegates.
- Network with speakers and delegates to get new ideas for conferences, feedback, and secure speakers for future events.
- Ad-hoc jobs as required.

Essential Skills, Traits and Qualifications

- Can build strong 2-day agendas reflective of industry-specific requirements and needs.
- Act at the Project Manager for each event, liaising continually with other relevant departments to ensure the smooth running of events, both in preparation on site
- The ability to manage time effectively, often balancing multiple conference responsibilities at one time.
- The ability to assimilate information quickly and effectively.
- A tenacious and enthusiastic approach
- Good time management capabilities and a can-do approach
- A commercial outlook on industry

- Excellent communication skills with senior ranking officials/directors and public sector industry specific individuals on a one-to-one basis whether face to face or by telephone
- Excellent one to one communication and team skills
- Knowledge of Microsoft Word, Excel, and Outlook

What is offered

In addition to the salary, there is an excellent benefits package that includes:

Standard benefits for all full-time employees

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| Vacation Days | 10 days |
| Floating holidays | 5 days |
| Personal days | 2 days |
| Sick days | 5 days |
| Parental Leave | 8 weeks |
| Days of caring | 2 days |
| Disability – long- and short-term cover | Life Insurance |
| Medical Reward Programme | Wellness Coaching |
| Healthjoy benefits navigator | Business travel and accident insurance |
| EAP | Access to financial planning (advisor) |

Optional Extras

- Medical cover (3 options available)
- Truescripts/Vision/Dental/Cancer Guardian
- 401K – Pension
- Health savings account
- Flexible spending account
- Section 529 Education savings programme