

## **JOB DESCRIPTION**

**Position:** Senior Conference Producer - Pharma

**Location:** London

**Reporting to:** Production Manager

**Contract Type:** Permanent

**Hours:** Full time - Monday to Friday.

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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.

### **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**

- To provide relevant Sectors with business-to-business information through the forum of conferences
- To develop an advanced understanding within specific industries of strategic and commercial issues to be able to validate content for launch and repeat events.
- To develop ideas into quality two day and 3 Day Large Scale Events, 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
- Influencing conference and revenue growth through effective project management and conducting regular event-specific meetings with the wider team
- To continually pass leads/ideas to Telesales, Marketing, Sponsorship, and other Producers within your team as appropriate
- Act as a mentor to junior members of the production team, answering any questions or providing assistance on an ad-hoc basis.

### **Responsibilities:**

- To research, write & produce a minimum of 6 business conferences per annum, including 1 Large Scale Event (LSE).
- To produce each event to the highest quality possible, curating content for the relevant community, within 30 days (60 days for LSEs). Working to the specifications outlined and adhering to the requirements of the production schedule, whilst using initiative explore and validate new conference topics and themes.
- Identify, validate, and report to Production Manager new ideas for potential launch events and opportunities to grow existing events.
- To secure 16 speakers and a chair and be in receipt of their confirmation forms by the end of the 30-day production cycle for a 2-day event.
- To secure 40 speakers and relevant Chair's and be in receipt of their confirmation forms by the end of the 60-day production cycle for an LSE
- In-depth research with vendor and primary market personnel to validate relevant and commercially driven topics for streams.
- To keep the Production Manager fully informed and aware of the progress of each conference and any problems.
- Take the lead in driving the conference campaign post-production, through continuous and active interdepartmental collaboration ensure conferences achieve and exceed revenue targets.
- Take ownership of each conference through strategic tracking of revenue and audience breakdown to identify when specific action may need to be taken to ensure successful event delivery.
- Assist junior members of the production team with general processes and familiarisation of core production tasks.
- Work with the Conference Manager to develop data build briefs based on research and help grow the SAE Media Group database.
- Related duties as required.

### **Essential Skills, Traits and Qualifications**

- Minimum 20-24 months experience in conference production.
- Build strong agendas reflective of industry-specific requirements and needs to drive revenue growth from previous year.
- Act as 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, regularly balancing multiple conference responsibilities at one time.
- Willingness to assist other members of the production team as required.
- A commercial outlook on industry, being actively aware of opportunities to grow revenue and launch new events.
- 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 to strengthen relationships and assist with validation of new topics.
- Proficiency in Microsoft Word, Excel, and Outlook.
- Valid passport and ability to travel to international conferences.

*The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.*

**What is offered**

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

25 days annual leave	Life Assurance
Private Medical Insurance*	Healthcare Cash plan*
Staff development	LinkedIn Learning access
Pension	Eyecare
Perkbox membership	Access to EAP
Employee referral bonus scheme	Wise & Well scheme
Cycle to Work scheme	Season Ticket Loans
Study leave	Public duty leave
Volunteering leave	

\*optional

If you feel that you would be an ideal fit for this opportunity please send a copy of your CV, along with a covering letter to [recruitment@saemediagroup.com](mailto:recruitment@saemediagroup.com)