

Conference Producer

Salary: Highly-competitive DOE + rewarding Profit Share scheme

Location: Full-Time Remote Role with Candidate ideally based in Europe or East Coast USA

Type: Permanent

Start Date: ASAP



What is a Conference Producer at Corinium?

A Conference Producer is at the core of Corinium's business. From Day 1 you will be responsible for the research, overall strategy and successful delivery of our industry-leading in-person and virtual events, serving our emerging technology communities.

More than just researching, writing and filling the agenda with top-level speakers, you will lead the commercial strategy for your events, ensure that all targets are met or exceeded and that your events are a financial success as well as a reputational one.

Internally, as the lynchpin for any successful event, you will build strong working relationships with Sales, Marketing, Delegate Sales and Operations to ensure the smooth and profitable execution of every event that you work on, strengthening our ever-growing global brand.

What are the key responsibilities of a Conference Producer at Corinium?

- Producing a targeted number of profitable in-person or virtual events year-on-year
- Wide-ranging Desktop Research to establish the hottest industry topics, key players in the Primary Market, the competitor event landscape and Vendor Market dynamics
- Extensive Phone Research with key senior business executives to identify and validate conference topics and establish 'golden content' that cannot be found anywhere else
- Writing articulate and engaging conference agendas, using the findings of your in-depth research
- Identifying, engaging, inviting and confirming senior executives as speakers, panellists and chairs of your events
- Developing in-depth briefs for Marketing and Sales equipping them with the necessary knowledge to ensure the financial success of your event
- Creating original and innovative sales and marketing copy, as well as online content to support event promos
- Controlling expenditure and costs relating to your event to ensure overall profitability
- Managing your event on-site (virtually, locally, nationally or internationally), ensuring smooth execution, as well as networking with senior business leaders for future engagement

What are the key competencies of a successful Conference Producer at Corinium?

- Enthusiastic self-starter with excellent initiative, strong work ethic and 'can do' attitude
- Confident and effective communicator with an ability to quickly build rapport and create relationships
- Entrepreneurial flair evidenced in building commercially successful products whilst maintaining tight budgetary control
- Exceptional organizational and time management skills; able to balance multiple tasks, effectively prioritize and consistently meet deadlines
- Calm under pressure and able to think quickly and rationally when confronted with any type of challenge
- Able to collect and disseminate large amounts of complex information from varied sources
- Advanced level of written communication skills, with the ability to create engaging agendas, copy and content

What sets Corinium apart?

- Never 'just a number' or 'a cog in the machine', everybody has a voice and is able to create positive change
- The most welcoming, passionate and skilled colleagues that you are ever likely to work with
- An innovative, fast-paced and change-hungry workforce able to work with agility and resilience
- A strong company ethos built on sustained success and a passion for delivery, coupled with a sociable, fun and inclusive culture
- Trust and flexibility from Day 1 to maximise the benefits of fully-remote working
- Highly-competitive salaries with rewarding Profit Share schemes