

B2B Event Director (Producer)

Salary: Competitive base salary plus high profit share bonus scheme earning potential

Location: Home based role, with some degree of flexi-working

Type: Full-time, permanent



About Corinium Global Intelligence

We're excited by the incredible pace of innovation and disruption in today's digital landscape. We provide insights to C-Suite executives focused on data, analytics, AI and digital transformation through conferences, private events and research.

For the past 6 years, Corinium Global Intelligence has been producing global conferences, custom events and content for a cross-industry audience of executives with roles in: data, analytics, data science, digital transformation, marketing, finance, learning, customer experience, and more. Our global community of over 700,000 contacts, look to Corinium to help them overcome challenges and take away actionable strategies to take their company to the next level and improve every area of their organization.

We're looking for great people to join us on our rapid growth journey; within the last few months Corinium Global Intelligence has featured highly in both The Sunday Times Fast Track 100 and the SME Export Track 100 lists.

About the Role & Our Culture

Conference Producers are at the core of our business. From day one, you will be responsible for the research, planning, organisation, budgetary control and on-site management of one of our industry-leading events, serving C-Level professionals in the data, analytics, digital and innovation space. Exhibiting an entrepreneurial flair, an eye for detail, business research acumen and project management skills, you will form key relationships with the Sales, Marketing and Operations functions within our organisation to ensure the smooth and profitable execution of each event you work on, strengthening our ever-growing global brand.

As a fully remote company with over 70 members of staff globally, you will need to be a confident and candid communicator with the confidence to build long-distance and successful relationships, as well as able to effectively manage your own time and workload with strong discipline and motivation.

Key Responsibilities

- Producing a targeted number of profitable business conferences.
- Wide-ranging desktop research to establish key industry talking points and to understand the competitive event landscape, as well as the vendor market, utilising a number of online resources and publications.
- Extensive phone research with key senior-level business executives to explore and validate conference topics, and establish 'golden content' that is unavailable for public consumption.
- Writing articulate, engaging and thought-leading conference agendas, utilising the findings of your in-depth research campaigns.
- Inviting, confirming and managing senior executives as speakers, panellists and chairs of your event.
- Developing advanced briefing documents for Marketing and Sales, summarising the findings of your research and the validity of your conference agenda, 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 promotional campaigns.
- Controlling expenditure and costs relating to your event, to ensure tight budgetary control and overall profitability.
- Managing the event on-site, ensuring the smooth execution of events as well as networking with senior business leaders for future engagements and business.

Key Competencies

- Enthusiastic self-starter with excellent initiative, strong work ethic and 'can do' attitude.
- Confident and effective communicator, with an ability to quickly create rapport and build relationships.
- Entrepreneurial flair with business acumen, reflected in an ability to maintain budgetary control as well as build commercially-appealing and result-driven products.
- Exceptional organisational and time management skills; able to balance multiple tasks, effectively prioritise and meet deadlines.
- Calm under pressure and able to think quickly and rationally when confronted with any type of challenge.
- Able to collect, understand and utilise large amounts of complex information from varied sources.
- Advanced level of written communication skills, with the ability to create professional and engaging agendas, copy and content.

Requirements

- You will be a graduate with a minimum 2:1 degree or equivalent.
- You will have at least 24 months' commercial experience in conference production.
- You will be trustworthy and confident in working remotely and managing the independence associated with it.
- And last, but by no means least... as a 100% remote working company, you will need to be an exceptional communicator and ambassador of our incredible company culture. We love our culture and are very proud of it.

Benefits

The role offers a competitive base salary, plus high profit share bonus scheme earnings potential, and benefits such as a contributory pension scheme and the chance to travel across the world to our events. This is a great opportunity for a successful candidate to join a dynamic company in a rapidly evolving space.