



<https://sme-graduates.co.uk/job/researching-and-producing-conferences-with-travel/>

Graduate Conference Producer – with travel

Description

If you love speaking with people, and organising things then this could be your ideal role. Especially if you like to travel.

This organisation organises a range of events throughout the year, for businesses and people working in the finance industry. Behind this, are the conference producers who are at the heart of any event.

Graduates have done very well in the business; and your manager started as a graduate, so she will be able to help and support you while you are learning.

WHAT YOU'LL BE DOING...

There will be a lot of research. You'll be finding and contacting senior professionals in their field; speaking with them, identifying hot topics, and inviting some of them to speak at the event.

And you'll be coming up with ideas for events. Though an event is no good if there is no interest, so you'll need to assess if it will be commercially viable.

There will also be some promotional work; targeting appropriate market segments, and letting them know about the event.

You'll also be managing the event onsite. Which means some travel; generally to the USA (including NYC!), but events have also been held in Amsterdam, and Frankfurt. And there are plans for the Middle East. While you are there to work, there will also be some free time.

You will be managing your own portfolio of projects and will be responsible for the overall success of the event you produce. Imagine how great it will feel when it all goes well.

WHAT DO YOU NEED...

While some degrees may be more relevant (for example: Events, Journalism, or Business) others will be considered. At least a 2.2 is required.

You don't need any experience with conference; nor is any knowledge of the finance industry needed: you'll learn all of this, and this is the exact job that other graduates are doing now.

Full training is provided; you'll be learning from experienced people, and can take on more responsibility when you feel ready- this can be at an early stage.

You will need to be happy speaking with people on the phone, as this is a big part of the job. It can be tough at times, especially when things aren't going as you'd like, so you'll need some resilience to keep going.

Hiring organization

SME Graduate Employment

Industry

Events

Job Location

Hertfordshire

Base Salary

£ 25,000 - £ 25,000

Date posted

February 7, 2024

And research skills are needed too; nothing major, you don't need to have completed a dissertation, but you do need to be able to find people, and work out how to contact them (again some training will be given).

WHAT YOU'LL GET...

In addition to your basic salary of around £25,000, there is a bonus system in place. And within a year or two your salary could be 30k.

WHAT TO DO NEXT...

If you fit the profile then please send your cv asap. We will then speak more about the role and business, and how it may match what you are looking for.

WHERE YOU'LL BE DOING IT...

Hertfordshire location, near to Hoddesdon, Harlow, Hertford, Stevenage, Bishops Stortford. There is free parking, and access to good train links. The job is not really suited to hybrid working, you need to be around people, learning from them – so you'll be working from the office, not home.