

Conference Director

Package: Competitive salary + high-profit share potential

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

Type: Full-time, permanent

About Corinium

Corinium is a fast growing events and digital publishing company. We're an innovative group of around 100 remote workers based across the globe who've built a phenomenal culture of trust, teamwork and customer centricity. We're extremely proud of our team and the long standing relationships we've developed with our clients. You can see more about what it's like to be part of the Corinium team here: <https://www.coriniumintelligence.com/we-are-corinium>

Job Description

Conference Directors 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 our industry-leading events, serving C-Level professionals in the data, analytics, AI and Cyber Security markets. 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.

Key Responsibilities

- Producing a targeted number of profitable business events, including conferences, roundtables and workshops.
- 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 your events on-site (potentially on an international basis), ensuring the smooth execution of events as well as networking with senior business leaders for future engagement and business.
- Working with senior management to develop growth strategies for your portfolio of events and taking responsibility for their execution.

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 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

- Degree or equivalent education
- At least 18 months commercial conference production experience.
- Fluent in English and additional languages will be beneficial.

For more information contact Chris Beales, Managing Director APAC on chris.beales@coriniumgroup.com