



Marcus Evans, founded in 1983, is a global business intelligence and event marketing company, with 46+ offices in 20+ countries. Headquartered in the UK, we are rated in the top 20 UK companies for work/life balance. Working across all industry sectors our Summits, Conferences and Online Events brands deliver innovative high-level content, networking and one-to-one meeting platforms that bring together key decision-makers on a truly global scale. Our client base is comprised of c-level executives from 98% of existing fortune 1000 companies, and are world leaders in a variety of industries, such as healthcare, legal, pharmaceutical, investments, energy, packaging etc.

We are looking for driven, enthusiastic and passionate professionals to join our **EMEA Conferences division and content and event management team as a Conference Producer**. In this role you will be working with key industry leaders and innovators to develop the intellectual content for our commercial programmes in English across digital and physical platforms, as well as project managing them from start through to completion.

This is an Entry Level position, located in our **Prague** office.

Key Responsibilities

- Project manage a portfolio of commercial conferences, webinars and training courses
- Conduct primary phone and desk research with leading industry practitioners
- Source top speakers for the programmes within Fortune Global companies
- Work with the marketing, sales and operations teams to drive the success of each event
- Run the conferences in various locations in Europe, as well as online

Qualifications

- English speaker (C1 level)
- Strong research skills
- Excellent communication skills

- Superb copy-writing ability
- Project management and organizational skills
- Determination to meet deadlines and deliver results
- A passion for learning and self-improvement
- Positive attitude and desire to succeed
- Ability to learn quickly from our business leaders
- A 2.1 and above academic qualification of a university degree (or equivalent)

Compensation & Benefits

- Remuneration: Competitive basic, plus a generous commission structure
- The best on-going conference production and personal development training
- International travel
- Fast track promotional structure based on performance
- A friendly, dynamic and vibrant work environment.

- **Seniority Level**

Entry level

- **Employment Type**

Full-time