



## Conference Producer - B2B Technology & Cybersecurity Events (EDS Brands Ltd)

Are you a creative mastermind with a passion for crafting exceptional experiences? Do you thrive in a fast-paced environment, orchestrating the magic behind world-class B2B conferences? If so, EDS Brands Ltd wants YOU!

### About Us:

EDS Brands Ltd is a vibrant and leading force within the B2B events industry. We're renowned for delivering best-in-class conferences that bring together the brightest minds in technology and cybersecurity. Fuelled by a collaborative spirit and a relentless commitment to excellence, we create experiences that spark innovation and connection. We bring together senior leaders from across the globe to exchange ideas, share best practices and forge connections at our exclusive summits, industry dinners and various other networking events. Our portfolio serves the industries finest, Chief Information Officers (CIO), Chief Information Security Officers (CISO), Chief Data Officers (CDO), Chief Financial Officers (CFO) and Chief Human Resources Officers (CHRO).

### The Role:

As a Conference Producer, you'll be the heart and soul of bringing our upcoming B2B technology and cybersecurity conferences to life. You'll wear many hats, from curating top-notch speaker agendas and managing communications, to fostering a seamless experience for attendees and ensuring every detail aligns with our vision.

### Responsibilities:

- **Pre-Conference Planning:**
  - Collaborate with the content team to develop compelling conference themes, tracks, and agendas.
  - Source and secure industry-leading speakers (CIOs, CISOs and CDOs), thought leaders, and influencers.
  - Manage speaker communications.
  - Oversee and assist in management of the conference budget.
- **On-site Management:**
  - Oversee the development and execution of a detailed conference schedule.
  - Ensure smooth event operation and troubleshoot any on-site issues.
  - Foster a positive and engaging environment for attendees and speakers.
- **Post-Conference Activities:**
  - Gather and analyse attendee feedback.
  - Oversee the creation of post-conference reports.
  - Identify areas for improvement and implement strategies for future events.



### **You're a Perfect Fit If You Have:**

- Minimum 3-5 years of experience in conference production or event management.
- Proven track record of successfully planning and executing B2B conferences.
- Strong project management skills with the ability to prioritize, manage deadlines, and juggle multiple tasks effectively.
- Excellent communication, interpersonal, and negotiation skills.
- A keen eye for detail and a commitment to delivering exceptional experiences.
- An understanding of the B2B technology and cybersecurity landscape (a plus).
- Proficiency in project management tools and Microsoft Office Suite.
- The ability to work independently while also collaborating effectively within a team.

### **We Offer:**

- A competitive salary and benefits package to support your well-being.
- The opportunity to work within a dynamic and collaborative environment.
- Be part of a passionate team that's dedicated to delivering exceptional events.
- Gain exposure to cutting-edge technologies and connect with leading industry figures.
- See your creativity come to life and leave a lasting impact on the B2B tech and cybersecurity communities.

### **Ready to Produce Unforgettable Conferences with EDS Brands Ltd?**

Please submit your CV and cover letter to:

[careers@edsxevents.com](mailto:careers@edsxevents.com) and please include the role you are applying for along with your full name in the subject line.

The EDS Brands team is excited to hear from you!