

CONFERENCE PRODUCER

Location: Borough, London SE1

Job type: Full-time, permanent

Hours: Full time (37.5 hours), fully office-based

Reporting to: Lead Conference Producer & Editor-in-Chief

ABOUT AKABO MEDIA

Akabo Media is a leading B2B publishing and events company serving the logistics, supply chain, transport, road user charging, robotics and automation sectors. Through its magazines, conferences, exhibitions, awards and research products, it connects senior decision-makers with high-value insight, peer learning and commercial opportunities across the UK and international markets.

THE ROLE

The Conference Producer is responsible for researching, developing and delivering high-value conference programmes across Akabo Media's portfolio.

This is not simply a content scheduling role. The Conference Producer is responsible for building programmes that attract decision-makers, support delegate demand, strengthen industry influence and contribute to the commercial success of Akabo Media's events.

The role covers the full conference content lifecycle, from market research and agenda development through to speaker acquisition, promotional copy, onsite delivery and post-event evaluation. It requires strong judgement, strong communication skills and a clear understanding of the difference between premium paid conference content and exhibitor-led theatre content. Paid conferences must deliver insight, authority, strategic relevance and peer learning that delegates cannot easily access elsewhere.

KEY RESPONSIBILITIES

- Research markets, sectors and event communities to identify emerging trends, regulatory developments, commercial opportunities and the issues shaping each conference audience.
- Develop commercially relevant conference programmes that address urgent industry challenges, appeal to senior-level delegates and clearly differentiate Akabo's paid events from exhibitor-led or sponsor-led theatre content.

- Build strong, well-structured agendas that deliver practical insight, strategic relevance and peer learning, using formats that support delegate demand and event value.
- Identify, approach, secure and manage high-quality speakers, applying sound judgement to ensure every speaker and session has a clear purpose and adds genuine value to the programme.
- Prioritise credible speakers with real-world experience, seniority and market influence, including operators, policymakers, regulators and strategic industry leaders.
- Build and maintain strong relationships with speakers, partners, associations and wider industry stakeholders to strengthen programme quality and long-term conference pipelines.
- Work closely with sales and marketing teams to align content with commercial priorities, support sponsor integration appropriately and create compelling programme narratives for campaigns.
- Write and edit copy for conference websites, agenda pages, speaker profiles, promotional emails, social media and other event materials, ensuring all information is accurate and up to date.
- Manage the full speaker and content process, including outreach, confirmations, briefings, moderator notes, chair materials, timelines and internal coordination with operations and other teams.
- Take an active role in live event delivery, acting as a key speaker and content contact onsite and handling programme changes or speaker issues professionally and efficiently.
- Conduct post-event reviews, gather feedback, assess programme performance and identify improvements, growth opportunities and lessons for future events.

SKILLS, EXPERIENCE & ATTRIBUTES

- At least 1 year of experience in conference production, B2B events, editorial content, research-led content or a closely related role.
- Proven ability to research markets and develop commercially relevant agendas for professional audiences.
- Experience securing and managing senior speakers and external stakeholders.
- Excellent written English and strong copywriting ability.

- Strong communication and relationship-building skills.
- High commercial awareness and a clear understanding of what makes a paid conference proposition valuable to delegates, sponsors and partners.
- Strong organisational skills and the ability to manage multiple events and deadlines at the same time.
- Confidence working cross-functionally with editorial, sales, marketing and operations teams.
- Good judgement, professionalism and the ability to remain calm under pressure.
- Willingness to travel in the UK and internationally where required.
- Bachelor's degree or equivalent experience

BENEFITS

- 20 days' annual leave, rising to 25 days after one year's service, plus bank holidays
- Three paid days off over Christmas
- One paid day off for your birthday
- Private medical insurance
- Gym membership discount
- Employee assistance programme
- Group pension scheme
- Season ticket loan
- Social events
- Modern office environment close to London Bridge
- Training and development support

INTERESTED?

Please send your CV and covering letter to anneke.thomas@akabomedia.co.uk