



Staff Brief: Speaker Liaison - UK Black Business Week & Show

Location: Speaker Lounge / Theatres

About the Role:

Behind every powerful talk on the UK Black Business Week & Show stage is a speaker who needs to be in the right place, at the right time, feeling ready to shine, and that's down to you. As Speaker Liaison, you'll be a trusted point of support for some of the UK's most influential Black business voices throughout their time on site.

It's a role built on calm confidence and genuine care: you'll be the person speakers turn to with a question, a nerve, or a last-minute need, and the person who helps every session start exactly on cue.

Responsibilities:

- Guide and direct speakers to the Speaker Lounge ahead of their sessions
- Be the go-to person for any speaker queries throughout the day, big or small
- Support the theatre teams with speaker requirements ahead of and during live sessions
- Help sessions run seamlessly by coordinating speaker movements with the wider team
- Bring a calm, reassuring presence that helps speakers feel confident before they step on stage

What You'll Gain:

- Experience working at a large-scale show
- Access to the UKBBS After-Party
- A reference for future work
- A UKBBS code to invite friends/family (once confirmed)