



Staff Brief: Speaker Lounge Assistant - UK Black Business Week & Show

Location: Speaker Lounge

About the Role:

Saturday is the big one: four stages running at once, a packed expo floor, and a non-stop flow of speakers moving between sessions. As Speaker Lounge Assistant, you'll be the calm in the middle of that storm, running a space where speakers can catch their breath, prepare and recharge before heading back out to inspire the crowd.

This is a great role for someone who enjoys a fast, high-energy day but wants to bring order and warmth to the chaos, making sure every speaker who walks through the lounge door feels genuinely taken care of.

Responsibilities:

- Welcome speakers into the lounge and help them settle in ahead of their session
- Keep the lounge tidy, comfortable and stocked with refreshments all day long
- Liaise with Speaker Liaison teams across all four stages to track speaker movements in real time
- Flag any speaker needs or issues quickly, so nothing slips through the cracks
- Bring calm, professional energy to one of the busiest days of the entire show

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)