



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

Location: Registration / Speaker Lounge

About the Role:

Some of the most influential names in Black business will walk through your door before they walk onto the stage, and you'll be the one who makes sure they feel completely looked after from that very first moment. As Speaker Reception Liaison, you're the warm, organised welcome that sets every speaker up for a brilliant session.

This is a front-row seat to the speaker experience at UK Black Business Show, ideal for someone who's calm under pressure, genuinely enjoys meeting new people, and takes pride in making others feel valued.

Responsibilities:

- Give every speaker a warm, professional welcome and check them in against the speaker schedule
- Guide speakers through to the Speaker Lounge, keeping them informed and reassured about timings
- Liaise closely with the Speaker Liaison team so arrivals are flagged ahead of each session
- Handle speaker queries at the point of arrival with confidence, warmth and quick thinking
- Help create a calm, well-organised welcome experience that speakers remember for the right reasons

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)