



Conference Producer

This is a full-time position at GTCbio, which is a unique and well established company that develops and organizes conferences focused on clinical and preclinical biological research, novel breakthrough biomedical developments and other issues of interest to the global pharmaceutical and biotech community. GTCbio has successfully developed several new conferences some of which are well recognized recurring annual summits for over 10 years. GTCbio has built a strong team and operational protocols that enable efficient production and execution of all the conferences.

Responsibilities of the position:

- Primary responsibilities include developing compelling conferences by recruiting high level advisory board and speakers, and creating effective agendas.
- Conference production management – Act as the primary driver of conference production related activities. Responsible for establishing a project execution plan based on conference timelines, maintain and evaluate progress using project management tools, and identify and eliminate any concerns.
- Communication - Maintain effective communication with the advisory board, speakers, delegates and internal team members through oral and written correspondence.
- Prepare conference production status reports for internal discussions.
- Speaker recruitment - Develops strong relationships with past, current and prospective speakers for respective conferences to recruit high level committed speakers.
- Personnel management – Serves as conference leader and manages associates and external technical personnel who will assist in execution of the conference.
- Assist in generating pre-conference and post-conference reports.
- Identify new markets and understand the hottest new industry trends
- Work with company members to identify and assess novel conference opportunities.
- Assist in conducting marketing campaigns.

Skills and Experience:

- Bachelor's degree in Biology or Communications or any other related field.
- Excellent written and oral communications skills
- Ability to build relationships with network of contacts
- Strong work ethic and attention to quality and detail
- Ability to solve problems and successfully engage with appropriate internal and external resources
- Ability to work on multiple projects with high organizational skills
- Ability to make decisions quickly and efficiently

- Excellent time and project management skills; demonstrable expertise managing projects with tight deadlines
- Ability to work well in a team; work with cross-functional teams to manage multiple tasks within deadlines
- Desirable: Excellent knowledge of developments in the global biotech and pharmaceutical industry
- Desirable: Minimum of 5 years in organizing international events and conferences

GTCbio is proud to be an Equal Opportunity Employer. Eligible candidates can forward your applications/enquiries to infogtcbio@gtcbio.com