

Conference Producer

Reporting to the Director of Research & Production, the successful candidate will conduct research and assess the viability of conference ideas, identify critical issues, and industry developments, and report their findings to senior management.

Our conferences are carefully researched and produced to maximize their impact on attendees, sponsors, and industries by including world-class speakers and relevant and topical workshops. Be a part of this fascinating and rewarding process.

Strategy Institute offers a prime downtown location in one of Canada's best loft space buildings. We are proud to offer a diverse work environment, positive corporate culture, casual dress policy, and an environment that encourages teamwork and open communication.

Job Responsibilities:

- Identify new trends, such as legislation that impact an industry, or public and private sector innovations or strategic movement that signal evolving issues
- Perform ongoing competitive analysis on events that could have an impact on our conferences, or may allow us to leverage an untapped opportunity
- Sourcing and building relationships with sponsors and delegates for new and existing conferences through telephone and email correspondence
- Conduct validation research for new and annual conference ideas
- Present research findings to the development team and senior management
- Assist with producing business plans based on research and analysis
- Attend conferences and events as required to network with delegates and sponsors, and assist with other tasks as required
- Create internal reports and briefs for internal stakeholders

Qualifications and Skills:

- Bachelors degree, or Masters degree, ideally in the business, social science, or journalism field.
- Demonstrated research and analytical skills
- Strong communication skills, both verbal and written, with the ability to articulate concepts to a diverse audience
- Critical thinking combined with a desire to constantly learn
- Flexible with an ability to adjust to developing conditions
- Excellent time management skills, project management experience would be an asset
- Able to meet tight deadlines while working independently as well as collaborating as a team

For a rewarding career with attentive training, a chance to make valuable contacts, and a possibility to be exposed to many levels of the business world and the public sector, please forward your cover letter and resume to: hr@strategyinstitute.com

In your cover letter indicate the position you are applying for and where you saw this advertisement. Web: www.strategyinstitute.com

We thank all applicants for their interest however only those considered for an interview will be contacted.