

United Arab Emirates Jobs Expertini®

Events Content & Speaker Coordinator

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Company: Finance Magnates Group

Location: , , United Arab Emirates

Category: other-general

Join the dynamic team at Finance Magnates, the global leader in trading industry events and news. We're on the hunt for an exceptional Events Content & Speaker Coordinator who shares our passion for the fintech world and our commitment to excellence. If you're ready to make an impact and thrive in a fast-paced environment, please send us your CV.

Responsibilities

Assist in process and timelines for content development and curation.

Curate and craft content to suggest agenda journeys based on audience and learning levels.

Perform market and industry research to craft content in alignment with overarching events content strategy and audience demographic that maximizes attendee learning experience.

Research and build relationships with leading industry speakers and brands.

Assist in the speaker account management flow.

Assist in organising speaker participation and all logistics involved.

Manage deadlines and interdependencies to ensure established milestones are met.

Assist on-site during events, cooperating with AV and stage production vendors, coordinating, and ensuring the schedule runs in timely manner, speaker hospitality, managing no-shows, delays, or technical issues.

Maintain resource centre and content management tool for planning and post-show leverage.

Partner closely with the sales, marketing, event production and development teams, to oversee all content aspects.

Involve in all communication aspects with speakers (invitations, guidelines, pre & post show

communications) as well with design elements (social media designs, stage screen designs, agenda screens at events).

Assist in managing the event website agenda section through the back-office, ensuring all schedule and speakers are up to date.

Produce content and contribute to pre-event attendee marketing and communications to generate program interest, content excitement, and session registration.

Requirements:

Content curation and/or project management experience, preferably as it relates to large-scale events.

Understanding of financial markets, particularly online trading, fintech and cryptocurrency.

Bachelor's degree or equivalent practical experience.

Excellent writing and verbal skills in professional-level English.

Content writing skills.

Extremely organised and keen eye to detail and time management.

Self-starter working well individually and collaborating as part of a team.

Ability to meet deadlines and work well under pressure.

Proven ability to work on multiple projects simultaneously.

Results-driven approach and ambition to learn and excel.

Flexible in a fast-paced setting with competing and ever-changing tasks.

Problem solver, highly motivated.

Nice to Have:

Basic skills in Adobe Photoshop / Illustrator.

Public speaking skills, ability to host/introduce speakers on stage or moderate speaker panel discussions.

Benefits:

Attractive remuneration package.

Flexible working hours.

This position is Part-Time with probability to move to Full-time. It can be fully remote, hybrid, or based out of our offices in Limassol, Cyprus and requires international travel few times a year.

Work from any place in the world.

Great and friendly place to work with an opportunity to grow alongside us

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