

Job Description: Production Manager – Virtual Events

About the role:

SaySo Medical is seeking an Production Manager – Virtual Events to join our small and dynamic team.

In this varied role you will provide the end-to-end production management of virtual events with a medical focus. This will involve working closely with clients from an array of healthcare companies, to plan and deliver web-based meetings and events to a high standard. You will report to a Senior Production Manager and will be given the opportunity to input into the management and evaluation of SaySo deliverables.

Hours: 37.5 hours per week. In order to support varying time zones globally there will be the requirement to work very occasional unsociable hours. This time will be given back in lieu as appropriate.

Salary: Salary and package dependent upon experience.

Responsibilities:

- Setup and lead regular client planning meetings
- Produce detailed event plans and adhere to strict deadlines
- Create and send e-mails on behalf of client using e-mail marketing software
- Setup client event pages on SaySo platform via CMS
- Produce event briefing documents for speakers and attendees
- Produce & coordinate all live content
- Support clients to produce engaging event content
- Co-ordinate all AV production
- Perform technical site checks, dry runs and contingency planning
- Set up & run rehearsals
- Venue setup
- Coach client teams in the moment to ensure engaging events and discussions
- Manage the live-streams
- Manage live online polling
- Liaise with Graphic Design team
- Liaise with Video Editors
- Monitor discussion forums to ensure platform compliance
- Use metrics/KPIs to create detailed insight reports for clients post-event

Requirements:

- Higher education qualification/s (basic requirement)
- Business or Science Degree (preferable)

Basic experience:

- Project management
- Experience of delivery in a live event environment under pressure
- Experience working in digital/multi-channel marketing
- Experience communicating across multiple stakeholders and organisational levels such as country, region, global
- Demonstrated ability to successfully handle multiple, complex projects concurrently

Preferred experience:

- Proven track record in coordinating digital events
- Experience working on webinars
- Pharmaceutical / Healthcare Industry experience
- AV or webcast streaming knowledge

About SaySo Medical:

SaySo is a rapidly growing digital healthcare events company based in London. Currently all working from home due to COVID, the plan is to return to the office once safe to do so.

SaySo connects doctors to hospitals, academic groups and pharmaceutical companies to increase the sharing of knowledge. By providing a platform for meaningful collaboration and contribution where doctors and other healthcare professionals can find fresh insight and the latest information, SaySo helps to improve patient care.

We use digital channels to deliver meetings that engage healthcare professionals, from large international interactive webcasts to small scientific discussion groups and clinical trial investigator meetings.

The SaySo platform hosts live events and a Netflix style repository of on-demand video content. Ours is the only platform in the industry that also provides healthcare professionals with a live discussion forum after a virtual event has taken place.

We also provide an e2e service for all virtual meetings with HCPs, from small discussion groups, webinars and large webcasts and investigator meetings. All of which are produced to a high standard in a TV style.

Our background is in pharmaceutical multichannel marketing, medical affairs, clinical research, digital health & production.

For more information on SaySo Medical please visit www.saysomedical.com