

Production Coordinator

About the role

SaySo Medical are seeking a Production Coordinator to join our rapidly growing team in Farringdon, central London.

In this varied and exciting role your day-to-day tasks will include supporting Production Managers in the end-to-end management of virtual and hybrid events, videos and podcasts with a medical focus. You will report to the Production Team Lead and will be given the opportunity to input into the management and evaluation of SaySo Medical deliverables.

Hours: 37.5 hours per week with the option to work from home 2 – 3 days.

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

You will assist 2 – 3 Production Managers with all aspects of delivery which will vary based on the project. Some of your responsibilities may include:

Pre-event planning

- Assist with the creation of event content including event registration pages via the SaySo Medical Platform CMS and mass e-mail marketing campaigns
- Respond to delegate queries
- Schedule and run technical checks with healthcare professionals around the world
- Assist Production Managers in project planning and document creation
- Manage SaySo Medical's technical AV equipment and loan log
- Source venues and set furniture
- Arrange catering
- Set up polls

Live event management

- Manage the technical support tool via e-mail and Live Chat
- Assist the SaySo Medical team on site

Post event

- Monitor SaySo Medical Platform discussion forums
- Assist with the creation of on-demand pages on the SaySo Medical Platform and promote to audiences with mass e-mail marketing campaigns
- Creation of post-event metrics reports
- Arrange courier deliveries of loaned AV equipment

Requirements

Higher education qualification/s (basic requirement)

Basic experience

- Interest in digital technology
- Experience working in digital/multi-channel marketing
- Demonstrated ability to successfully handle multiple projects concurrently
- Excellent verbal and written communication skills

Preferred experience

- Experience working on webinars
- Pharmaceutical / Healthcare Industry experience
- AV or webcast streaming knowledge

About SaySo Medical

SaySo Medical is a rapidly growing digital healthcare events company.

SaySo Medical connects doctors and other healthcare professionals (HCPs) around the world to increase the sharing of knowledge, by providing a platform for meaningful collaboration and contribution where they can find fresh insight and the latest information, SaySo Medical helps to improve patient care.

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

The SaySo Medical platform hosts live events and a Netflix-style repository of on-demand video content.

We also provide a full 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

How to apply:

To be considered for the role of Production Coordinator, please submit your CV and a covering letter (no longer than a side of A4) to info@saysomedical.com

Due to the volume of applications, we can only respond to candidates selected for interview.