

# Production Manager

## About the role:

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

In this varied role, you will provide the end-to-end production management of virtual and hybrid events, videos and podcasts with a medical focus. This will involve working closely with clients from healthcare providers and companies, to plan and deliver web-based meetings and events to a high standard. 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. 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:

- Produce detailed project plans and adhere to strict deadlines
- Manage the project production team including graphic design, AV, editing and scientific writing
- Setup and lead regular client planning meetings
- Create and send e-mails on behalf of the client using e-mail marketing software and report back on response rates
- Setup client event pages on SaySo Medical 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
- For small events deliver AV production: camera, lighting, audio, recording
- Coach client teams in the moment to ensure engaging events and discussions
- Manage the live streams
- Manage live online polling
- Upload edited video content and relevant resources to the platform for users to access on-demand post-event
- 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 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](http://www.saysomedical.com)

## How to apply:

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

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