



WORK WITH US

Job Description – Conference Production Manager

January 2026

JOB DESCRIPTION: CONFERENCE PRODUCTION MANAGER

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| Location: | 40 Queen Street, London EC4R 1DD |
| Salary: | £40,500 - £50,000 per annum (pro-rata) plus benefits |
| Responsible to: | Head of Events |
| Contract: | Full time, Fixed term contract 1Mar-31Aug 2026, hybrid working two days in the office (Monday and Wednesday), three days working from home |

About the Chartered Association of Business Schools

We are the voice of the UK's business and management education sector. We support our members to maintain world-class standards of teaching, research, and enterprise engagement. Through dialogue with policymakers, business, and stakeholders, we inform government policy to help create the best possible environment for our business schools, the economy and wider society to flourish.

We are highly motivated team that works within a fast-paced environment to deliver on our members' priorities:

- **Securing the financial sustainability of the UK's business schools:** supporting members and advocating for fit-for-purpose policy development to maintain the contribution of business schools to the UK's higher education sector and the economy.
- **Accelerating small business productivity and growth for the benefit of the UK economy:** developing capacity and promoting the role business schools play in improving SME performance.

Embedded across our work are our organisational core values:

- Community Building
- Agile Expertise
- Authentic Accountability
- Purposeful Impact

Purpose of the post

We represent the UK's university business schools and support them to deliver world class teaching and impactful research. We do this through lobbying, professional development, and research. Our team have won numerous awards for our events and other services.

The **Chartered Association of Business Schools** is looking for an experienced and commercially minded **Conference Production Manager** to take the lead on developing two of the Chartered ABS's most prestigious annual events:

- The India–UK Business School Dialogue (New Delhi, September 2026)
- The Chartered ABS Annual Conference (London, November 2026)

The successful candidate will oversee **all aspects of content development, programme design, and speaker engagement** for both events. They will **work closely with senior stakeholders** across the UK and internationally, ensuring that each event delivers exceptional intellectual value, **operational excellence, and strategic impact**.

Responsibilities of the role

1. India–UK Business School Dialogue (September 2026)

- Lead the full production of this two-day international conference in New Delhi
- Develop an intellectually stimulating, commercially viable programme that reflects issues of common interest for UK and Indian business schools
- Liaise with key institutional partners including the British Council, All India Management Association (AIMA) and AMDISA
- Engage and manage high-profile international speakers such as government ministers, senior policymakers, and institutional leaders
- Work alongside the project team at the Chartered ABS to ensure the project meets all its quantitative and qualitative targets

Background to the event

The inaugural India-UK Business School Dialogue was organised in September 2025 and we are looking to capitalise on its success by running the second edition in 2026. The Dialogue is a high-level forum designed to build long-term, sustainable partnerships between UK and Indian business schools. It convenes over 150 senior representatives from leading business schools from both countries, alongside government officials, regulators, and thought leaders, to exchange insights, strengthen institutional relationships, and develop new partnerships aligned with national education strategies and global challenges. The conference is a two-day programme with approximately 20 sessions and 50 speakers.

2. Chartered ABS Annual Conference 2026 (November 2026)

- Lead the production of the Chartered ABS's flagship conference which brings together over 300 deans and business school leaders
- Develop a two-day programme featuring keynote sessions, panels, and breakout sessions addressing strategic themes such as resilience, purposeful growth, and economic and societal impact.
- Manage speaker invitations, session content, and sponsor involvement to ensure diversity of perspectives and excellence of delivery.
- Collaborate with the events and marketing teams to deliver a coherent event experience that maximises delegate engagement.

Background to the event

The Annual Conference is our flagship event, gathering more than 300 deans and senior leaders from over 90 UK business schools. It is the sector's most significant forum for connecting with policymakers, sector influencers, and business leaders to address the strategic issues shaping the future of business and management education. It is a two-day conference, with each half day commencing by a plenary session (panel discussion sometimes preceded by keynote address), followed by (up to six) breakout sessions. The conference includes over 30 sessions and gathers approx. 80 speakers.

General responsibilities

For each of these two events the post-holder will be expected to:

- Drive production schedules and work with colleagues to ensure that production timelines dovetail with logistics and marketing project plans.
- Produce marketable written copy to a high standard for programme content and programme materials
- Work with the marketing team to plan and deliver marketing activity
- Work with the event coordinators and the wider team to ensure that venues and event logistics are suitable for the programme and format of sessions.

Person Specification

Candidates must be able to demonstrate that they meet the 'essential' criteria. **Applicants must have the right to work in the UK**

About you

The candidate will have great skills in research, writing, liaising with senior-level individuals, and will have a commercial and entrepreneurial flair. We are looking for individuals with experience in researching and developing content for conference programmes.

| Knowledge and experience | Essential | Desirable |
|--|-----------|-----------|
| Minimum 7 years' experience in managing, researching, writing and producing conferences, event programmes, training courses, or other professional development programmes. | Essential | |
| Experience of delivering events for a membership body, trade association or higher education institution | | Desirable |
| Experience of managing multiple events and production schedules simultaneously | Essential | |
| Experience in writing marketable event programmes and working with marketing teams | Essential | |
| Background of successfully meeting event revenue targets | | Desirable |
| Experience in event logistics and operations | | Desirable |
| Experience in producing written CPD content and materials | | Desirable |
| Experience of producing and delivering online events | Essential | |
| Experience of managing budgets | | Desirable |

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| Experience using website CMS and marketing platforms to send emails campaigns | | Desirable |
| Knowledge of higher education policy and the business school sector | | Desirable |
| Experience of using CRM systems and databases (ideally Salesforce) | | Desirable |

| Skills and behaviours | Essential | Desirable |
|---|------------------|------------------|
| Excellent oral and written communication | Essential | |
| Ability and willingness to network with and speak to members and stakeholders face-to-face and by phone | Essential | |
| A positive, friendly and professional disposition and strong interpersonal skills | Essential | |
| Ability to show initiative and take responsibility for projects | Essential | |
| Ability to work collaboratively with colleagues and a range of external stakeholders | Essential | |
| Ability to multi-task and work well under pressure | Essential | |
| A can-do and determined attitude | Essential | |
| High standards of integrity | Essential | |
| Commercial acumen | Essential | |

| Qualifications | Essential | Desirable |
|-----------------------------------|------------------|------------------|
| Educated to degree level or above | | Desirable |

Our Values

Our values are very important to us at the Chartered ABS, guiding how we work with each other every day. In return, we offer flexible working and a friendly, down-to-earth, hardworking and collegiate environment. We are located near Cannon Street offering a hybrid working of a minimum of 2 days per week in the office and 3 days from home.



How to apply

Please submit **your CV and cover letter** to Lauriane Véron, Head of Events, Chartered Association of Business Schools – lauriane.veron@charteredabs.org

- Application deadline: 16 January 2026
- Interviews between 26 January and 6 February 2026

The Chartered Association of Business Schools is an equal opportunities employer committed to creating an inclusive environment. We welcome applications from people of all backgrounds and abilities. If you require reasonable adjustments at any stage of the recruitment process, please let us know and we will be happy to support you