



## Role profile

**Job Title:** IBC2017 Event Content Team Assistant

**Reporting to:** Interim Director/Head of Event Content

**Contract period:** January to October 2017

### Job Purpose:

To provide an evolving range of support to the IBC Content team, in particular in relation to research and administrative support in the acquisition and delivery of 350 speakers and VIP delegates who attend the IBC Conference, Big Screen Experience, Leaders' Summit and Rising Stars events, both before the events and onsite in Amsterdam. The content of the role will evolve over the period.

### Responsibilities

#### Supporting the Content Team

##### CONFERENCE

- Speaker Acquisition support: Immediate focus on Speaker acquisition support especially for fast track process for Speakers to be announced May; this will include data collection and entry in first stage of Speaker Acquisition process as well as admin of speaker confirmation documentation. The speaker data collection and entry is the first stage before the process is taking on by IBC's Events team.
- Organise EP and Stream meetings, calls including polling availability via Doodle and booking rooms, taking minutes and circulating with action points to the relevant teams; interface support to the EP team who will also be entering data.
- Manage the Content Team database of key accounts, speaker and potential speaker / delegates in the CRM system, researching names given to locate contact and further information details.
- Ensuring that all 2017 speakers/chairs details are collected and up-to-date in Google Docs and the Stream Tracking Charts before key IBC stakeholders use the information for external purposes (website, email marketing campaigns, social media, and Conference programme).
- Via ASP training, liaise with Content Team to update relevant sections of the website on the Master ASP spreadsheet on a weekly basis to ensure all internal Conference details match across our systems and update details accordingly; full QA of published programme at point of live Conference registration.
- Ad hoc registrations required for speakers' support team. Work with Content Team to ensure Google Docs is updated with relevant registration type.
- Working with Content Team, liaise and coordinate with Events Team with updating Presentation Holding Slides, ensuring that the speaker running order is correct for each session.
- Working with Content Team, liaise and coordinate with Marketing content news releases and send content to EP's to promote on social media.
- Working with Events Team ensuring the technical team have everything they need for onsite.
- Support Content team with speaker management onsite at IBC2017 (Friday to Monday).

##### PERSON SPECIFICATION

- An event or administrative professional with at least one year's experience. This is not an entry level events role.
- Effective and committed team player that is self-motivated with a strong eye for detail and a flexible approach and great customer service.
- Ability to work under pressure, prioritise, manage tasks with conflicting deadlines with the ability to multi task with a high output.
- Excellent interpersonal skills to liaise with significant corporates, senior executives, and speakers across the globe.
- Patient and calm manner.



**SKILLS**

- A disciplined administrator – attention to detail is critical in this role.
- Good time management skills.
- Strong and consistently accurate IT skills especially Windows and MS Excel and other packages. ASP and basic website administration and knowledge of CRM systems/databases.

**Key competencies**

<p><b>Commerciality &amp; strategic agility</b></p>	<p>Demonstrates awareness and sensitivity to how own actions link to costs and quality.</p> <p>Works efficiently and effectively plans and prioritises carefully.</p> <p>Understands how own objectives link into team purpose, department, client satisfaction and IBC's overall strategy.</p>
<p><b>Driving results and creating solutions</b></p>	<p>Adopts a 'right first time' attitude to all work activities - focus on getting detail right.</p> <p>Takes responsibility for own decisions, actions and results, deadlines; demonstrates commitment to colleagues.</p> <p>Active listener, gathers the right information to understand problems, situations or opportunities, weighing up alternatives.</p> <p>When appropriate, gets other people involved in discussion before making decisions.</p>
<p><b>Leadership and managing performance</b></p>	<p>Takes ownership of work - acts positively on feedback received.</p> <p>Seeks opportunities for self-development in normal day- to-day work as well as through agreed development objectives.</p> <p>Actively seeks feedback on own behaviour, using it consistently to improve personal approach.</p> <p>Actively manages the development of own performance and career.</p>
<p><b>Collaboration and inspiring change</b></p>	<p>Works collaboratively to achieve team's goals and willingly helps people from other business areas.</p> <p>Recognises own and others' skills, strengths and abilities and suggests where they can contribute to the team's effort and share knowledge.</p> <p>Is prepared to give up own standpoint in the team's interests when necessary.</p> <p>Treats everyone with trust and respect and encourages open exchange of information.</p> <p>Sets appropriate expectations for internal and/or external collaboration.</p>
<p><b>Client focus and communication</b></p>	<p>Works collaboratively to achieve team's goals and willingly helps people from other business areas.</p> <p>Recognises own and others' skills, strengths and abilities and suggests where they can contribute to the team's effort and share knowledge.</p> <p>Is prepared to give up own standpoint in the team's interests when necessary.</p> <p>Treats everyone with trust and respect and encourages open exchange of information.</p>



	Sets appropriate expectations for internal and/or external collaboration.
<b>Applying expertise, awareness and innovation</b>	<p>Identifies and highlights ideas/improvements in systems and processes related to own and/or peers' role.</p> <p>Provides support to colleagues during the process of change.</p> <p>Looks for opportunities to save the client time and/or money and increase quality.</p> <p>Adapts to changing circumstances in the business, taking on board the need for change.</p> <p>Removes waste if possible; keeps it simple, never complicates.</p> <p>Is aware of new exhibition/event/service developments in own department, function and/or own specialist field.</p> <p>Demonstrates an awareness of, and interest in, the business market in which IBC operates Is aware of the buying motivations of own clients (both current and new).</p>

Update: November 2016