

**Content Producer (Business & Policy), Asia House**

Asia House, the centre of expertise on Asia and the UK’s leading pan-Asian organisation, is looking for a Content Producer to join its Business and Policy unit for six months. The Content Producer will work primarily on a major conference which will be held in Hong Kong in November 2017. This is a signature event for Asia House and is designed for senior business and policy figures business.

The conference – *Asia Trade in the New Global Order* – will take place on 27 November. Working closely with the Director of Corporate Affairs, who leads the organisation’s Business and Policy team, and the CEO, the Content Producer will drive the development of content for the conference. The main task will be to secure notable speakers from governments and the international business community alongside international experts and subject matter specialists.

The Content Producer also will support the production of other Asia House Business and Policy events and publications as required.

The Business and Policy Programme at Asia House delivers approximately 50 thought leadership events per year at Asia House in London, from private roundtable discussions to large signature conferences. In addition, the Business and Policy Unit produces publications, private research and advisory services, and articles and blogs for asiahouse.org.

The successful candidate is likely to have knowledge and understanding of international relations, global politics, macroeconomics, and business – especially with regards to Asian countries. Experience working with multinational companies on publications and communications is desirable.

This role would be suitable for an experienced journalist or conference content producer with an interest in international affairs. The post will offer opportunities to work with well-known multinational companies, institutions and governments as part of an established and well respected thought leadership programme.

**Job Description**

Job Title: Content Producer (Business & Policy)

Contract Type: Full-Time (Six month contract)

Reports to: Director of Corporate Affairs

Salary: According to experience

***Key Responsibilities***

* Generate content relating to the *Asia Trade* conference in Hong Kong
* Secure speakers for *Asia Trade* and other Asia House events as required
* Identify potential sponsors for *Asia Trade*, develop sponsorship packages, materials and work with colleagues to initiate and develop sponsorship sales
* Research prospective audience and develop marketing materials
* Track information relating to *Asia Trade* and communicate effectively with colleagues to ensure a coordinated approach to key stakeholders
* Engage media organisations to ensure an awareness of the opportunities for coverage
* Ensure any written material published by Asia House meets the organisation’s editorial standards
* Contribute to the development and implementation of the Asia House Business & Policy programme as required

***Skills and Experience Required***

* Excellent research, analysis and writing skills
* Experience producing written material to a high editorial standard
* Experience producing conferences and events
* An extremely high level of attention to detail, especially in written communication
* An interest in Asia and Asian culture and current affairs
* Determination, tenacity, a sense of humour

***Qualifications***

A bachelor’s degree in Journalism, Economics, Politics, International Relations or a related field, or equivalent experience

***Conditions of Service***

Salary: According to experience

Hours: Full-Time – 37.5 hours per week.

Contract type: Six months contract with possibility of extension

Annual Leave: 22 days per annum pro-rata + Bank Holidays

***How to Apply***

Please send a cover letter and your CV, to recruitment@asiahouse.co.uk by close of play Thursday 29 June 2017.