



Programme Producer

Asia House is an independent think tank and advisory service. We work with companies and governments in Asia, the Middle East and Europe, facilitating high-level dialogue, providing business and market intelligence, and driving commercial outcomes.

Role description

The Programme Producer will research, initiate, and deliver thought-leadership events on issues ranging from trade and investment to digital transformation and sustainability. These events are usually private briefings by senior government officials and business leaders to a corporate audience from the Asia House network, but work also includes partnered events with corporate clients and larger-scale public conferences.

The Programme Producer will bring together those at the heart of decision making across government, politics, and business to provide unique insights and intelligence. The post will offer opportunities to work closely with well-known multinational companies, institutions and governments as part of an established and highly-respected thought leadership programme.

Main responsibilities

- Research, plan and deliver programmes, including briefings, roundtables and conferences - whether in person, virtual, or a combination of the two
- Conduct research to identify and analyse key market developments and trends, and create programmes reflecting the priorities of Asia House corporate members and clients
- Produce concise, well-written briefing notes for presenters and speakers and generate accurate and original content
- Invite, confirm, and manage high quality, influential and relevant speakers, which should primarily comprise senior executives and influential policymakers
- Maintain the Asia House standards of editorial independence and objectivity while ensuring the expectations of event sponsors, corporate members and clients are met through specific events and the Asia House programme as a whole
- Oversee corporate members' engagement in programmes and ensure events are well-attended
- Work closely with Asia House Research and Advisory colleagues to ensure alignment between events and research produced by Asia House, contributing to written output as necessary
- Establish, maintain, and strengthen contacts in government, diplomatic networks and the private sector who can contribute to the development of programmes and audience build. This will include business engagement and supporting new business development.

The ideal candidate will have:

- Minimum three years professional experience in journalism or with a think tank / government affairs consultancy or similar organisation
- Experience of engaging with senior political and business figures

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- Knowledge of political and market developments in Asia and a wide network of contacts
- Experience producing events or broadcast programmes is desirable
- Excellent research and analysis skills
- Advanced level of written communication skills, with the ability to create accurate, professional and engaging agendas, copy and content
- Outstanding project management and coordination skills, including an ability to manage high workloads and meet deadlines

Conditions of Service:

- Salary: Depending on experience
- Contract type: Full time, permanent (subject to a six-month probation period)
- Annual Leave: 25 days plus bank holidays
- Benefits: Pension, Life Insurance, Private Medical Insurance

How to Apply

Please send a cover letter, including your salary expectations, and your CV, to recruitment@asiahouse.co.uk by COP on 9 January 2023.