



## **Programme Producer**

**Location:** Asia House, London

**Contract Type:** Full-time, permanent (subject to a six-month probation period)

Asia House is seeking a **Programme Producer** to take a lead operational role in delivering its core programme of private briefings for corporate members, alongside supporting larger conferences and events as required. These off-the-record briefings, approximately 30 per year, are the foundation of Asia House's work, providing a unique platform for meaningful dialogue between senior policymakers, thought leaders, and business leaders.

The Programme Producer will work closely with the Head of Programmes to develop relevant themes and identify targets while managing event logistics, speaker engagement, and audience-building efforts. The role requires close collaboration with the Asia House Events Team to ensure the seamless execution of all logistics. This is a dynamic, hands-on role requiring strong organisational skills, creativity, and experience in a similar field, with a particular interest in Asia and its political and economic landscape.

Experience in event management and programming, as well as familiarity with event software and tools to improve productivity, is highly desirable. While specific qualifications are not required, a degree in a relevant field such as international relations or politics is advantageous.

## **Key Responsibilities**

- **Programme Delivery:**
  - Take the lead on planning and executing Asia House's private briefings, ensuring smooth and efficient delivery.
  - Liaise with the Asia House Events Team on logistics, including venue arrangements, AV requirements, and event materials.
  - Manage overall event operations, ensuring all details are handled efficiently and professionally
- **Speaker and Content Development:**
  - Work with the Head of Programmes to develop relevant themes for events based on current global trends and Asia House's strategic priorities.

- Identify and secure high-quality speakers, including policymakers, industry leaders, and thought leaders, to ensure relevance and engagement for members.
- Leverage your existing network to source speakers and proactively build a robust contact book of relevant figures from government, business, and policy sectors.
- Act as a proactive networker, chasing leads, identifying new contacts, and developing relationships to deliver impactful speakers for Asia House events.
- **Audience Engagement:**
  - Build senior-level audiences for events, reaching out to Asia House Corporate Members and external stakeholders to ensure robust attendance.
  - Collaborate with the stakeholder engagement colleagues to target and engage the right participants.
- **Collaboration Across Teams:**
  - Work closely with communications and research colleagues to integrate insights into event content and ensure alignment with Asia House's broader messaging.
  - Support the delivery of other events, such as conferences and client-led initiatives, as required.
- **Operational Excellence:**
  - Use event management tools and software to streamline processes and increase efficiency.
  - Produce detailed and accurate briefing notes and event materials to support speakers and moderators.

## **Skills and Experience Required**

- **Professional Experience:**
  - Experience in programme management, event production, or a similar role, ideally in a think tank, consultancy, or membership organisation.
  - Demonstrable interest in Asia's political, economic, and cultural dynamics.

- **Event Management and Organisation:**
  - Strong track record of planning and delivering successful events with attention to detail.
  - Familiarity with event management tools and software is desirable.
- **Networking and Relationship Building:**
  - Ability to engage with senior-level stakeholders and build a network of contacts.
  - Proactive approach to developing new relationships and sourcing speakers.
- **Communication and Collaboration:**
  - Excellent written and verbal communication skills, with experience producing concise and well-written event materials.
  - Strong team player, with the ability to work collaboratively across the organisation.

### **Why Join Asia House?**

This is an exciting opportunity to join a leading organisation at the forefront of commercial and political engagement between Asia, the Middle East, and Europe. The Programme Producer role offers a hands-on position with exposure to senior decision-makers and the opportunity to contribute meaningfully to global conversations.

### **Conditions of Service:**

- Salary: Commensurate with experience
- Annual Leave: 25 days plus bank holidays
- Benefits: Pension, Life Assurance, Private Medical Insurance

### **Note:**

This position welcomes applicants with a range of experience levels. While a strong background in programme or event management is important, Asia House values candidates with initiative, creativity, and the ability to grow within the organisation. If you are interested in Asia's role in global economic and political developments and possess the skills outlined above, we encourage you to apply.

**To Apply**

Please send your CV and a covering letter outlining your suitability for the role to [recruitment@asiahouse.co.uk](mailto:recruitment@asiahouse.co.uk). Applications will be reviewed on a rolling basis.