

**JOB TITLE:****Production Manager**

ROLE: The **Production Manager's** principal responsibility will be to manage the production of the *Gulf Intelligence Middle East Energy Series* which currently incorporates *the Energy Markets Forum (Dubai), Oman Energy Forum, UAE Energy Forum, Doha Energy Forum, Levant Energy Forum.*

Job Profile: Tasks Include -

- Manage GI Production team in executing GI Middle East Energy Series.
- Coordinate with other GI departments on Event Execution
- Direct engagement with GI C-level energy industry community, forge and deepen relationships with the respective ministries and NOCs
- Opportunity to devise and build ONE new event a year from scratch
- Opportunity to direct sell for GI's other products (bespoke events/ publications etc)

Skill Set

- Previous work experience in the production of corporate events, with a specialty in Energy & Finance.
- Attention to detail, strong organizational skills, creative thinking, a passion for events and ability to create a high quality delegate experience.
- Resourceful nature and excellent problem solving capabilities
- Excellent communication skills: verbal, written and creative writing
- Ability to work independently, multi task/manage multiple projects