



Job Description

Job Title: Summits Content & Operations Manager

Reporting to: EMEA Summit Director

Location: Remote

Job Purpose:

To be responsible for researching, developing and coordinating high quality cybersecurity conferences and/or Summits. Curate, coordinate and manage speakers for SANS events and platforms. Working closely with speakers to ensure the content delivered aligns with SANS objectives and resonates with SANS target audience, delivering impactful Summit programs that meet the needs of the wider community.

Main duties and responsibilities

1 Content/Speaker Management.

- Extensively research and create Summit programs, both face to face and online.
- Design and write relevant, dynamic and commercially driven Summit programs – including input into program theme and title.
- Identify and secure high-level speakers.
- Coordinate speaker mentorship with Summit advisory board members.
- Liaise with speakers to agree session content and format, identifying ways speakers can assist in promoting specified Summits.
- Design and maintain an active database of biographical data, headshots, and evaluation feedback from Summit speakers, ensuring speaker preferences are met consistently.
- Create speaker profiles and agendas through web platforms.
- Collaborate with the Marketing and Thought Leadership team on publishing Summit content on SANS content management systems and repurpose Summit content for other Marketing purposes
- Organise and conduct pre-Summit briefings with speakers, covering Summit logistics, audience demographics, and any specific AV requirements.
- Collaborate with Business Development, Operations, Marketing and Global Summits teams to identify themes, topics, speakers, sponsors and marketing channels.

2 Operations.

- Hand-over and update as required, details of speakers to event operations managers and all other relevant stakeholders.
- Arrange and conduct speaker briefing meetings pre-event, including input into general running order, housekeeping points, general introductions, etc.
- Create and maintain key support documents for Summits, such as, run-of-show for on-site team and preparation handbook for speakers.
- Provide onsite speaker support, including AV walk throughs and technical checks.
- Coordinate the collection of presentation materials, reviewing them to ensure they meet Summit standards and are technologically compatible.
- Collaborate closely with event managers, ensuring the smooth execution of SANS Summits.

Additional Responsibilities



- Provide administrative support including data entry of event feedback, creation of registration records, and maintenance of databases.
- Travel to Summit events across the EMEA region providing on-site support
- Define and develop peer and executive relationships with the wider SANS teams and SANS Faculty.
- To assist in any wider industry engagement activities as part of a program.
- Uphold and promote the SANS brand, mission, and values in all professional interactions.