



Job Description

Job Title:	Head of Summits
Reporting to:	Marketing Director, EMEA
Location:	Remote – UK/Netherlands

Job Purpose:

The EMEA Head of Summits, is responsible for overseeing and expanding the Summit business in the EMEA region. This includes managing and leading a team dedicated to planning, executing, and developing content for both virtual and in-person Cybersecurity Summits. The EMEA Head of Summits will focus on growing the Summit team and increasing the number of events in the region, ensuring they align with the SANS brand values and mission.

Main duties and responsibilities:

Summit Strategy and Expansion

- Develop and implement a strategic plan to grow the Summit business across the EMEA region.
- Identify opportunities for new Summit events and partnerships to expand the reach and impact of the program.
- Collaborate with the Marketing Director EMEA to set and achieve growth targets for the number of Summits and overall attendance.

Team Leadership and Management

- Lead, manage, and mentor the members of the EMEA Summit team.
- Foster a collaborative and high-performing team environment, ensuring clear communication and efficient workflow.
- Provide guidance and support to team members to achieve their individual and collective goals.

Summit Event Management

- Oversee the planning and execution of virtual and in-person Summit events, ensuring they meet the highest standards of quality and attendee experience.
- Coordinate with stakeholders across the EMEA region to understand their business objectives and ensure Summits are aligned with these goals.
- Ensure all logistical aspects of events, from venue sourcing and contracting to on-site management and post-event invoicing, are handled efficiently and professionally.

Content Development and Coordination

- Work closely with the content and speaker management team to develop engaging and relevant Summit programs.
- Identify and recruit new speakers, collaborating with industry experts and organizations to deliver impactful sessions.
- Oversee the management of deliverables and deadlines for internal team members and Summit speakers.



Customer Service and Support

- Ensure a high level of customer service is provided to all Summit attendees, addressing issues and feedback promptly and effectively.
- Work with the team to maintain up-to-date event information and ensure consistent communication with attendees.

On-Site Support and Travel

- Travel to Summit events across the EMEA region, providing on-site support to ensure smooth execution.
- Supervise hotel staff, SANS Summit facilitators, and visiting staff during events to ensure all aspects run seamlessly.

Other Responsibilities

- Build and maintain peer and executive relationships within the wider SANS teams. Especially with the US based Summit team to foster relationships and to exchange best practices and align Summit approach and strategies across both Summit businesses
- Assist in wider industry engagement activities as part of the Summit program.
- Uphold and promote the SANS brand and mission in all Summit activities.
- Carry out additional responsibilities as requested by the Management Team.