OKRE

Job Title:	Events Producer
Reports to:	Head of Programmes and Engagement, OKRE
Location:	Central London and/ or hybrid
Working Pattern:	Full-time (Mon-Fri, 35 hours per week) with requirement for Tuesdays – Thursdays in the office: Monday and Friday option to work remotely.
Salary:	£45,000
Contract:	18 months (with a view to extend, subject to funding)
Start date:	Jan / Feb 2027

This is an exciting opportunity for an experienced events producer. The role will take ownership of a dynamic portfolio of B2B events championing the social impact of entertainment content. The Events Producer will become a key member of the OKRE team, and their work will be instrumental in helping us grow our community across the entertainment, research and charity sectors.

About OKRE:

OKRE – Entertainment powered. Impact led.

OKRE is the entertainment impact charity. We work to change the systems that shape how entertainment is made, understood and experienced. OKRE brings together academic research, lived experience and creativity so that people understand the world and each other better.

Working across film, television and streaming, video games, audio and the creator economy, we join industry leaders and creatives with knowledge experts, to build the collaborations, conversations and conditions that enable entertainment to maximise its positive impact. We support funders, civic society organisations and academics to understand and work effectively with the entertainment sector.

OKRE also researches the impact of entertainment, by developing practical tools and frameworks that help entertainment companies and creators measure, articulate and strengthen the social, cultural and wider impact of their work.

Our work focuses on:

- Building communities across the entertainment, academic research and charity sectors, curating cross-sector conversations that bring fresh perspectives and new collaborations.

- Delivering professional development by supporting creatives to find inspiration in research and lived experience through funding, mentorship and hands-on creative development, while equipping researchers and subject-matter experts with the skills, tools and networks to collaborate with entertainment creatives and share their work.

- Generating insights by turning research and data into compelling stories that communicate the impact of entertainment to different audiences and in different spaces, while developing tools and frameworks that help the sector put impact into practice.

ABOUT THE ROLE

The OKRE Event Producer will be responsible for developing and delivering a range of OKRE events across the year. This will include the next iteration of our keynote OKRE Summit - a day of insightful keynotes, dynamic panel discussions, and networking opportunities with leading figures across the creative, research, and social impact sectors.

You'll work closely with OKRE's Head of Programmes and Engagement to develop the OKRE Summit as a flagship event for professionals passionate about how screen entertainment can deliver social impact. You will be building on past Summit learnings, OKRE's new strategic plan, and your own ideas, to develop the event to meet the needs of the fast-changing entertainment impact landscape.

This role will also require you to work closely with OKRE programme managers to support the delivery of other in person and online OKRE events across the year, including roundtables, panels and networking events.

To succeed in this role, you'll enjoy using creative thinking and sharp editorial judgement to bring programming ideas to life. You'll use your great people skills to build excellent collaborative relationships, and you'll deploy meticulous organisation and project management expertise to deliver a lively portfolio of events.

Key Responsibilities:

Content

- Shape the content of all OKRE events, working in close collaboration with other members of the OKRE team to come up with ideas and book great contributors.
- Support the smooth running of the OKRE Summit advisory board, chair meetings with them and lead on following up on relevant actions, leads and introductions.

Event Production

- Manage the planning and delivery of 5-10 OKRE events per year from briefing and concept to delivery, including booking suitable venues, catering, on-site event management, temporary staff and post-event wrap-up.
- Proactively ensure that EDI is considered and embedded into all events, at all stages from planning to delivery.
- Manage relationships with events-related key stakeholders, venues and suppliers.
- Prepare, update and communicate plans, briefing notes, scripts and other event materials to relevant stakeholders (including hosts and speakers).
- Provide dynamic onsite leadership at events, including as the main point of contact for any temporary staff and suppliers.
- Collaborate closely with OKRE's Operations teams to ensure speakers are all contracted appropriately and that access and logistical requirements are planned for and met.
- Manage an events budget.

Business Development and Stakeholder Management

- Proactively identify opportunities for event partnership and sponsorship (cash and in-kind) and take the lead on negotiating where appropriate.
- Work closely with others to ensure events are delivered to a high standard and contributors and attendees come away feeling part of OKRE's mission.
- Support existing relationships across the entertainment industry and develop new ones, acting as a brand ambassador for all OKRE's work.

Skills & Experience

Subject knowledge

- Have an excellent professional knowledge of the entertainment landscape and how content gets developed, created, and distributed. (Essential)
- Know how to gain access to key people in screen entertainment (including commissioners, producers, agents, etc). (Essential)
- Understand some of the key opportunities and challenges impacting how the entertainment industries generate content (Desirable)

Event Management

- Excellent project management and organisational skills (Essential)
- Have demonstrable experience of programming and producing events which take place in front of an audience. This experience could have come from programme making, running events, festivals, creative industry-related training schemes, membership activity, or other relevant arenas. (Essential)
- Have demonstrable experience of identifying and mitigating against risks associated with live events (delivered offline and online). (Essential)
- Have demonstrable experience in writing show flows/ detailed running orders/ scripts for events. (Essential)
- Experience of strong stakeholder management skills. (Essential)

Leadership and communication

- Have demonstrable experience of leading and coordinating people for the delivery of a successful event. (Essential)
- Experience of sourcing and managing suppliers and freelance staff. (Essential)
- Excellent written and verbal communication skills. (Essential)
- Experience of being persuasive and engaging stakeholders effectively. (Essential)
- Have demonstrable experience of having led projects/programmes involving senior people in the entertainment industry (Desirable)

Business Development

- Experience of instigating and nurturing revenue generating partnerships and business development (Desirable)

Ideally, you will be:

- Passionate about entertainment and its potential to help people understand more about the world.
- Interested in the different themes and ideas shaping discourse across different forms of media and entertainment.
- Excellent at establishing rapport and great at building positive, collaborative working relationships with people from different professional backgrounds.
- Delivery focused with excellent attention to detail.
- Excited about hybrid working as part of a growing team, where you can play a positive part in shaping the organisation's work and culture.
- First aid trained (desirable)

Benefits:

- Inclusive, collaborative culture within a growing team passionate about entertainment and social impact
- The option to work from home up to 2 days per week (Mon/Fri)
- Central London office with 24hr access, onsite café, roof terrace, bike storage & showers
- Annual staff summer and winter socials
- Optional enrolment into OKRE's workplace pension scheme
- Employee Assistance Programme

How to apply for this role:

To apply, please submit via this online form. Applications will close on **November 16th 2026:**

https://bit.ly/OKREEventsProducer

Please submit:

- A CV of no more than two A4 pages
- Answers to the three application questions below, in no more than 250 words each. You can draw on the same event for more than one answer, but each answer should show something different.

Q1: Tell us about an event you've programmed that you're proud of. What was it trying to achieve, how did you shape the programme and choose the contributors, and how did you know it worked? Please include the audience size, budget (where applicable) and your role.

Q2: Tell us about a time you made an event more inclusive or accessible. What did you change, what were the challenges, and what difference did it make?

Q3: Tell us about a time you identified and addressed a significant risk to delivering an event (in person or online). How did you spot the risk, what did you do about it, and who did you need to involve?

A note on using AI: We're interested in finding out about you: what you bring, what you care about and what excites you. This comes through best in your own voice, so please write your answers yourself.

Applications that don't follow these instructions, for example a CV longer than two A4 pages or answers over the word limit, will not be considered.

Diversity and Inclusion:

We are committed to improving our ways of working and finding ways to enable a more inclusive and accessible environment.

If you would like us to make adjustments during the application process, please contact us by emailing officemanager@okre.org with the subject line 'Application Process'.

Feedback and Process:

We receive a high volume of applications to our open positions and consequently can't provide feedback to every application. We will confirm receipt of your application via email.

On 20th November, we will be inviting shortlisted applicants to a first-round online interview, lasting approximately 45 minutes. These will take place on either 26th or 30th November. Candidates invited to this stage will be sent out questions in advance and there will be time allocated for candidates to ask more about the role and our organisation.

Second round final interviews will be held in person at our central London office on either 3rd December or 7th December. Candidates will be asked to prepare a short task given prior to their interview and discussion of this task will form the first half of the panel interview.

All candidates selected for interviews will receive feedback if requested.