

Global Healthcare Organization
Content Producer
Freelance contract opportunity

Contract: Freelancer opportunity to deliver 2026 Montreal with potential extension for the 2027 event (location TBC)

Location: Fully remote (with travel to Montreal in December 2026 and possible 2027 conference location TBC)

Reporting to: Chief Marketing Officer, working closely with the Conference Director and President & CEO

About ICHOM

ICHOM is an established US-based non-profit organisation dedicated to improving healthcare outcomes globally. We convene leading health systems, clinicians, and policymakers through our annual conference and year-round programming.

We are seeking an experienced Content Producer to join us from August 2026 on a 12-month maternity cover contract.

<https://www.ichom.org/> | <https://conference.ichom.org/>

Role Overview

This role will take ownership of the final stages of delivery for the ICHOM 2026 Conference in Montreal, and support the early development of the 2027 Conference (location and date TBC but likely to be Autumn '27).

By the time you join, the conference programme will be well-developed and speaker recruitment will be underway. Your focus will be on ensuring a smooth, high-quality delivery, managing speakers and stakeholders, and bringing all content elements together for a successful event.

This is a hands-on, delivery-focused role, suited to someone who is highly organised, confident working with senior stakeholders, and comfortable stepping into a live project mid-cycle.

Key Responsibilities

Conference Delivery (August – December 2026)

You will take ownership of a largely confirmed speaker line-up (c.85–95%) and ensure all content is fully prepared for delivery.

- Speaker liaison in build up to the event
- Conference Advisory Committee interaction
- Manage all speaker communications and relationships
- Coordinate and lead speaker and moderator preparatory calls
- Ensure alignment on session content, messaging, and format
- Finalise session flow and ensure all sessions are delivery-ready
- Develop the Marketing Brief and maintain ongoing collaboration with the marketing team on promotional copy
- Ensure the online version of the agenda and speaker list is accurate and kept up to date
- Consistently liaise with the wider conference team on general event development and management

Session & Content Finalisation

- Work with the wider conference team to flag and resolve session issues such as rooms and technical setup
- Develop and refine session outlines and running orders
- Ensure consistency and quality across the programme
- Identify and resolve any late-stage issues, including:
 - Speaker dropouts
 - Content gaps
 - Scheduling conflicts

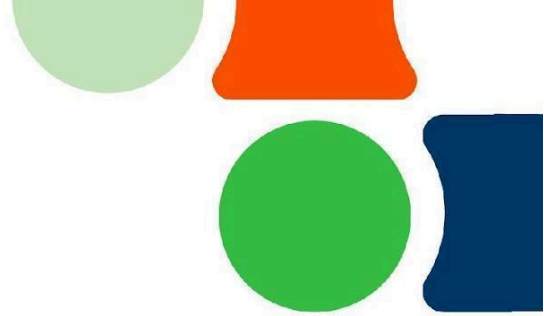
Production & Speaker Readiness

- Manage speaker coordination, preparatory calls, and moderator preparedness
- Oversee slide collection, review, and final checks
- Coordinate closely with AV and production teams
- Finalise and manage the production agenda
- Ensure all content is delivered on time, to a high standard, and technically ready
- Work cross-functionally with the wider conference team to align on timelines, priorities, and delivery

ICHOM, INC USA: 6th Floor, 399 Boylston Street, Boston, MA 02116
Registered as 501(c)(3), incorporated in Delaware, USA EIN: 46-0854621

ICHOM UK: ICHOM LTD, The Engine House, 2 Veridion Way, Erith, Kent, DA18 4AL
Registered Company Number 10687842





Stakeholder & Speaker Management

- Act as the primary point of contact for all speakers
- Manage relationships with session chairs and advisory stakeholders
- Maintain clear, proactive communication throughout
- Ensure the internal ICHOM team is aware of their role in any content and speaker management

Webinars & Member Learning Series

Alongside conference delivery, you will manage a monthly programme of webinars and virtual events, this work runs in parallel with conference delivery and requires strong prioritisation skills.

- Collaborate cross-functionally with the broader conference team on the comprehensive planning and lead-up to all webinar sessions.
- Provide speaker coordination and preparation
- Content and slide review
- Collaboration with marketing on promotional copy
- Live event support

Candidate Profile

Essential

- Fluent in English
- Proven experience delivering large-scale conferences or events
- Strong speaker and stakeholder management skills
- Experience in taking ownership of projects at a late stage
- Excellent organisational skills and attention to detail
- Ability to manage multiple workstreams under pressure

Desirable

- EST/BST Timezone in line with wider teams' current location
- Experience in healthcare or global events
- Experience managing webinars or virtual event series
- Familiarity with agenda development or content strategy

Key Success Factors

- Ability to quickly take ownership with minimal handover
- Strong delivery focus and attention to detail
- Confidence working with senior external stakeholders
- Calm, solutions-focused approach under pressure

Why Join ICHOM?

- Opportunity to deliver a high-profile, global healthcare conference
- A role with real ownership and impact
- Exposure to international stakeholders and thought leaders
- A collaborative, fast-paced working environment

ICHOM, INC USA: 6th Floor, 399 Boylston Street, Boston, MA 02116
Registered as 501(c)(3), incorporated in Delaware, USA EIN: 46-0854621

ICHOM UK: ICHOM LTD, The Engine House, 2 Veridion Way, Erith, Kent, DA18 4AL
Registered Company Number 10687842

