Producer – Event Programming

About Widehall

Widehall, LLC is a Washington, DC-based, globally engaged strategic communications, public policy, and white-label events consulting firm. Widehall works with its partners to generate brand lift, advance internal and external policy education, and strengthen their standing in the conversations shaping smarter public policy.

Our Mission

We are obsessed with excellence.

We conduct deep dives into policy issues, bringing intellectual rigor and dexterity to some of today's most complex and rapidly evolving challenges.

We are experts at bringing together the voices that matter—creating constructive, high-octane, high-traction conversations that advance ideas and shape policy debates.

The Role

Widehall is seeking an experienced **Producer – Event Programming** to help develop and execute high-quality event programming under the direction of our **Executive Producer – Event Programming**.

The Producer will support the conceptualization, development, and delivery of policy-focused events, including both in-person and virtual forums, roundtables, interviews, panels, and specialized convenings, while playing an important role in speaker recruitment and coordination.

Reporting to the Executive Producer – Event Programming, the Producer will help develop event concepts, create programming agendas and content plans, identify and recruit speakers, manage speaker relationships, conduct policy and background research, and support execution across multiple client engagements.

This position offers the opportunity to work on high-profile convenings featuring senior policymakers, cabinet officials, global business leaders, subject-matter experts, journalists, and other influential voices shaping national and international policy debates.

Key Responsibilities

- Help develop **event concepts and programming ideas** in collaboration with the Executive Producer, clients, and the broader Widehall team
- Develop detailed **content plans, agendas, and programming materials** for policy forums, roundtables, panels, interviews, and other convenings
- Identify, recruit, and coordinate speakers from **government, business, academia, media, think tanks, and advocacy organizations**
- Manage speaker outreach, communications, confirmations, scheduling, and follow-up
- Conduct research on **policy issues, industry trends, prospective speakers, and emerging thought leaders** to inform programming decisions
- Prepare briefing materials, background documents, moderator notes, and speaker materials
- Create and maintain event agendas, run-of-show documents, speaker trackers, and other production materials
- Coordinate with internal and external teams on event logistics and technical requirements
- Support on-site event production and execution
- Maintain speaker databases, contact management systems, and outreach pipelines
- Stay current on major U.S. and global policy developments and the people shaping those conversations

Required Qualifications

- **2–4 years of relevant experience** in event production, programming, speaker booking, media, public policy, public affairs, strategic communications, or a related field
- Experience developing or supporting events **from initial concept through execution**
- Experience recruiting speakers or coordinating with external partners and senior stakeholders
- Strong understanding of **U.S. public policy issues** and familiarity with the Washington policy landscape
- Excellent writing, editing, research, and communication skills
- Strong organizational and project management abilities, with exceptional attention to detail
- Ability to manage multiple projects and deadlines in a fast-paced, client-facing environment
- Ability to work collaboratively as part of a team and effectively execute against direction from senior leadership
- Professional judgment and discretion when communicating with senior-level speakers, clients, and partners

Preferred Qualifications

- Background in **policy, advocacy, media, communications, or public affairs**
- Experience managing speaker pipelines, CRM systems, or contact databases
- Experience with event management platforms or related technology
- Familiarity with social media and digital content distribution
- Experience working with corporate, nonprofit, advocacy, or public affairs clients
- Experience in broadcast media, podcasting, or digital content production
- Knowledge of current policy debates and the policymakers, executives, journalists, experts, and thought leaders shaping them

Compensation & Benefits

The salary range for this position is **$80,000–$105,000**, depending on experience and qualifications.

Full-time employees are eligible for benefits including healthcare, dental and vision coverage, a 401(k) plan, and paid leave.

This position is based in **Washington, DC** and offers a **hybrid work schedule**.

Apply

Please send your **resume and cover letter** to **careers@widehall.com** with the subject line:

Producer – Event Programming Application – [Candidate Name]

Ideal candidates may come from think tanks, policy convening platforms, media and journalism organizations, public affairs organizations, strategic communications firms, nonprofits, advocacy organizations, or organizations producing high-level policy and executive events.