



JOB TITLE
Conference Assistant
ROLE
<p>The British Society for Middle Eastern Studies (BRISMES) seeks a part-time Conference Assistant to provide administrative and logistical support for the 2026 BRISMES Annual Conference.</p> <p>The Conference Assistant will work closely with the BRISMES Managers and the Conference Committee. They will report to José Ciro Martinez, BRISMES Secretary. The conference will be held at SOAS University of London, UK, between 23-25 June, 2026. This is a temporary contract.</p>
DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none">• Assist with creating the conference schedule• Promote the conference widely to ensure high number of registered delegates• Liaise with the conference and events team at SOAS University of London• Manage conference volunteers• Help with the event logistics before and during the conference• Promote the publishing exhibition and liaise with publishers• Help with visa applications for conference attendees
SKILLS AND EXPERIENCE
<ul style="list-style-type: none">• Experience of organising events and liaising with multiple stakeholders• Excellent IT skills, including knowledge of Excel• Experience of using social media• Interest in Middle East Studies• Strong people skills and attention to detail
LOCATION
Working from home and on-site at SOAS University of London (22-25 June 2026)
START DATE AND END DATE
15 April – 25 June 2026
PREDICTED INTERVIEW DATE
As soon as possible
HOURS AND DAYS OF WORK
<p>HOURS: Variable. Anything between 5 and 20 hours per week, depending on the period in the conference organising cycle.</p> <p>DAYs: flexible</p>
RATE OF PAY



British Society for Middle Eastern Studies, 71-75 Shelton Street, Covent Garden, London WC2H 9JQ

Email: office@brismes.org

Website: www.brismes.ac.uk

£19 per hour

MAIN CONTACT

Rosa Sansone (BRISMES Manager)

HOW TO APPLY

Please send your CV and cover letter, outlining your suitability and interest in the role, to conference@brismes.org by **midnight (UK time) on 15 March 2026**.