

# THE : FUTURE : LABORATORY

## JOB DESCRIPTION

### Job Title:

Presentations editor

### Department:

Foresight

### Reporting structure:

Role reports to: Head of foresight

Team members: Deputy foresight editor, foresight writers, creative researchers, art director, creative artworker, designer, senior events manager

### Summary of company:

The Future Laboratory is a strategic foresight consultancy. Since 2001, we have prepared clients for the future by giving them the confidence to take the decisions today that will create transformative growth tomorrow. We have grown into an organisation with international reach, employing more than 60 people, headquartered in Spitalfields, London. The Future Laboratory has foresight at the heart of everything we do. As an organisation we are inspiring, knowledgeable, forthright, charismatic and independent. We believe what we deliver is unique and game-changing, and we are committed to being ethical, responsible and socially minded.

### Key responsibilities:

- : Translate global future trends, consumer insight and trends researched by the foresight global team into client presentations on Keynote
- : Build presentations out of foresight content and externally conducted consumer research or expert insight
- : Adapt and edit existing presentations according to a variety of client briefs across the lifestyle, retail, fashion, hospitality, business, food and drink, luxury, media and entertainment, fintech, placemaking and beauty sectors
- : Work daily with the project management team to establish timelines and work schedules
- : Liaise with speakers, including The Future Laboratory founders, for guidance on presentations content
- : Work directly with clients, alongside the sales and project management team, to discern accurate briefs to shape the content
- : Keep up to date with our trends and external content, and be able to translate them into bespoke presentations
- : Contribute regular foresight content through a range of editorial pieces, conducting research and pitching ideas (in the editorial meetings)  
Contribute regular foresight content to our subscription network LS:N Global, futures reports and annual trends forums by sharing insight and future trends research with the editorial team
- : Be a custodian of foresight and insight knowledge cross-category.

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- : Keep our internal Foresight Research System and associated presentations database up-to-date
- : Research and identify future insight around consumer behaviour and future trends
- : Join the dots between The Future Laboratory intelligence, category point of views and client challenges
- : Source impactful visuals to illustrate best-in-class client presentations and foresight materials
- : Become an expert in The Future Laboratory's presentation materials in order to guide the different teams of the business with repurposing the content
- : Analyse and report back on the quarterly profitability of our presentations, and also contribute ideas to increase our presentations revenue

### Essential skills and experience:

- : An intuitive ability to identify and monitor global trends in the lifestyle industries, from retail to branding, marketing and communications to innovation and design
- : Excellent communication skills, with the ability to communicate ideas and information within the Foresight team, and externally to clients and contacts
- : Natural ability to build and develop relationships, with a network of contacts in relevant sectors – both in PR and applied business
- : Full of ideas and information, taking ownership of developing ideas from observation to execution, emphasizing their implications for brands and consumers
- : A strategic approach to stories. You should always be on the pulse and interested in what's new and next across the lifestyle sectors – and why it matters to our clients
- : Experience and interest in presenting
- : Ability to multi-task and work across several projects simultaneously