

United Arab Emirates Jobs Expertini®

Event Curator Jobs in Dubai United Arab Emirates 2023 | Transguard

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Company: Transguard

Location: dubai

Category: other-general

Requirements:

At least 4 years experience as an Event and Exhibition (Required) Well-organized with excellent multi-tasking abilities.

Outstanding vendor management skills.

Strong communication and interpersonal skills.

Well organized and competent in vendor management.

We need someone who is well versed in all Government Rules and Regulations that relates the conferences, exhibition and any types of events.

Will help organize and plan exhibition hall layouts and activities programs such as workshops, seminars, and demonstrations.

You will be responsible for every aspect of event, exhibition, to ensure entertainment of participants and facilitate the completion of business objectives.

Identify the clients requirements and expectations for each event and exhibitions Contribute to the research, development and presentation of new exhibitions and projects.

Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order.

Coordinate the placement of exhibits and exhibitors Manage all event set-up, tear down, and follow up processes.

Maintain event budgets. Book venues, entertainers, photographers, and schedule speakers.

Conduct final inspections on the day of the event to ensure everything adheres to the clients standards.

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