

Manager Events & Exhibitions Jobs in Dubai UAE | Transguard Careers

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Location: Dubai

Category: sales-and-related

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The Exhibition Manager develops, plans, organises and manages events, conferences and exhibitions within the Arts and Entertainment sector. He/She writes and reviews grant proposals. He/She liaises and coordinates with suppliers and vendors, overseeing the exhibition set-up by contractors.

Job Responsibilities

Manage in planning and execution of Corporate events, conferences.

Manage in briefing the agencies and ensuring the work for the events is delivered.

Prepare project plans for events that are being organized.

Updating the Project tracker and keeping the Project Manager and other stakeholders informed.

Maintain and update the events Calendar.

Job Requirements

Bachelor's degree in marketing / events management.

Knowledge of exhibition and industry materials

Knowledge of events industry and travel market

Knowledge and on-ground experience of Event logistics and technical production

Excellent knowledge and understand of the aviation industry

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