

Position	Job Description	Job Requirements
Senior Event Graphic Designer	<p>Lead Visual Design – Conceptualize and execute creative solutions across event branding, environments, and digital content in both 2D and/or 3D</p> <p>Own Creative Execution – Deliver polished design assets that align with brand guidelines, client objectives, and event strategy</p> <p>Collaborate Across Teams – Work closely with the Art Director, producers, and project managers to ensure seamless creative delivery</p> <p>Respond to Client Feedback – Collaborate with project managers to understand client direction, then refine and elevate designs based on strategic feedback</p> <p>Manage Multiple Projects – Navigate timelines and priorities across concurrent projects in a fast-paced environment</p> <p>Uphold Creative Standards – Review your own work and support peer feedback loops to maintain quality and visual consistency</p> <p>Drive Creative Thinking – Stay up-to-date with design and experiential trends; bring innovative ideas that elevate client experiences</p>	<p>What You Bring:</p> <p>Minimum 3 years of professional experience in graphic design (events, creative agencies, or marketing contexts preferred)</p> <p>A strong 2D portfolio showcasing creative range, branding, and storytelling</p> <p>Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop)</p> <p>Exposure to 3D design software (e.g. SketchUp, Cinema 4D, Blender) is a plus</p> <p>Strong visual communication and presentation skills</p> <p>Excellent time and stakeholder management</p> <p>A growth mindset and a passion for design that connects and engages</p>
Project Event Executive	<p>Work closely with the Project Manager to build event timelines, budgets, and deliverables</p> <p>Pitch fresh event ideas to clients and help bring their brands to life</p> <p>Set goals for each event and keep plans on track</p> <p>Be the go-to contact for clients and internal teams - keeping communication clear and consistent</p> <p>Support day-to-day operations to ensure each project runs smoothly</p> <p>Help manage budgets and look for smart ways to stretch resources</p> <p>Ensure timelines and workflows are followed throughout execution</p> <p>Share updates with management on project progress and key milestones</p> <p>Suggest new ways to improve how we plan and deliver events</p> <p>Keep up with new event trends and social media activations</p> <p>Help prepare post-event reports with takeaways, wins, and opportunities to improve</p>	<p>1 to 2 years of experience in events, project coordination, or client servicing</p> <p>Confident presenting ideas and speaking with clients</p> <p>Highly organised, with the ability to juggle multiple timelines and priorities</p> <p>Clear communicator and strong team player</p> <p>Proactive and solution-focused - you take initiative, not just instructions</p> <p>Basic budgeting or cost tracking experience is a plus</p> <p>Calm under pressure and comfortable problem-solving in real time</p> <p>Able to use tools like Canva, Google Slides, or other basic content platforms</p>

<p>Project Event Manager</p>	<p>Project Leadership: Run full project lifecycles, from kickoff to close-out, with clear timelines, budgets, and client alignment</p> <p>Client Partnership: Serve as the main point of contact, managing expectations, solving challenges, and building long-term trust with clients</p> <p>Execution Excellence: Coordinate with internal creatives and external vendors to deliver high-impact events across physical, hybrid, or digital formats</p> <p>Budget Oversight: Own budgets, track costs, and make commercially sound decisions that maximise value and minimise waste</p> <p>Process Improvement: Continuously improve workflows, team coordination, and cross-functional operations to raise the bar for every project</p>	<p>3 - 5 years of experience in project or event management, ideally in a fast-paced, client-facing environment</p> <p>Proven ability to manage junior staff or interns, with a strong track record of team development and support</p> <p>Confident with clients, clear with teams, and calm under pressure</p> <p>Detail-oriented, adaptable, and commercially aware</p> <p>Familiar with Microsoft Office Workspace, Canva, and basic project management tools</p> <p>Bonus if you've worked across hybrid, live, or digital event formats</p> <p>Open to incorporating new technologies and LLMs (Large Language Models) to enhance delivery and creativity</p>
<p>3D Designer</p>	<p>Conceptualise and develop 3D environments for events, brand activations, exhibitions, and installations</p> <p>Create detailed 3D visualisations and renders (using SketchUp, Cinema 4D, Blender or equivalent) to communicate spatial ideas clearly</p> <p>Design floor plans, elevations, technical drawings, and layout documentation for production teams</p> <p>Support spatial storytelling through moodboards, mockups, and walkthrough presentations</p> <p>Contribute to the overall experiential design of each project – from concept to execution</p> <p>Where relevant, assist with simple 2D design (e.g. event branding, signage, or overlays) to support the full experience</p> <p>Collaborate closely with the Art Director, project managers, and external stakeholders</p> <p>Stay updated on spatial design, materials, and tech trends, to continuously elevate our work</p>	<p>At least 3 years of hands-on experience in 3D design, interior/spatial design, or experiential environments</p> <p>Proficiency in SketchUp or similar 3D software such as Blender, Cinema 4D, 3Ds Max or Rhino</p> <p>A strong portfolio showcasing 3D environments, exhibitions, stage designs, or experiential setups</p> <p>Basic skills in Adobe Creative Suite (Photoshop, Illustrator, InDesign) for supporting 2D needs</p> <p>Strong understanding of spatial layout, user flow, and human-centric design</p> <p>Detail-oriented, organized, and able to manage multiple timelines</p> <p>A collaborative mindset with a passion for creative problem-solving</p>