



<https://fintechnews.sg/job/event-production-executive-at-dify/>

Event Production Executive

Responsibilities

- Manage event planning and production projects
- Coordinate with multiple stakeholders to ensure a positive event experience
- Ensure clear communication in overall production timeline, deliverables, and resourcing needs
- Handle planning and execution of events from start to end (identifying milestones for integrated communications team to assist with)
- Oversee production for all events, especially hybrid and physical events
- Develop strong working relationships with clients, venues and suppliers
- Able to provide troubleshooting for technical issues
- Provide onsite support for hybrid and physical events
- Liaise with internal sales, design and communications team to ensure all elements of event projects are aligned and optimised for success
- Be the lead point of contact for all event related projects which include hosting of webinars, hybrid format and physical events
- Keep up with the latest event and activation trends and further explore suitability for implementation

Qualifications

- Minimally Diploma in (Mass) Communications, Marketing, Business, New Media or Public Relations
- Experience in events production and/or management
- Experience in technical production (lighting, sounds, set-up) strongly preferred
- Proficient with virtual event softwares (Zoom, OBS etc.)
- Strong attention to detail (your eyes naturally spot spelling errors, misalignments and more, or less, you get what we mean)
- Organised and systematic, able to know what goes first and what flows next in the overall event timeline
- Adherence to deadlines and able to manage multiple tasks concurrently
- Good communication and interpersonal skills

Hiring organization

DiFY

DiFY believes communication is key, which is why we seek first to listen to our clients before we elaborate on how we provide the solutions and strategies. Above all, we seek to drive impactful and lasting two-sided communications for brands worldwide; be it Blockchain, Esports or Fintech, and be it PR or general social media management and content creation services, they got you covered.

Employment Type

Full-time

Job Location

Singapore, Singapore

Date posted

May 9, 2022

APPLY

- Equipped with project management skills (or ability to learn)
- Flexible to work on weekends (where necessary)
- Knowledge in Technology/Fintech/Blockchain sectors will be preferred