

Event Producer – Pixel One

A force of innovation, weaving together media production, event planning, marketing & PR, and technology to empower your brand.

Location: Dubai, UAE

Major: degree in Business Administration, Mass Media and Communication, or any related field

Experience: 3–5 years of experience in event production, within an agency or live events environment

Major Responsibilities:

- Review and analyze client briefs/RFPs, ensuring the proposal is developed in line with client requirements and delivered within the set timelines
- Work closely with all teams to develop full-fledged proposals
- Source, negotiate, and manage supplier and vendor relationships (AVL, staging, fabrication, F&B, venues, décor, etc.)
- Prepare and manage event budgets, ensuring accuracy and cost control
- Build detailed production timelines, run-of-shows, and logistics plans
- Act as a key client-facing contact throughout the project lifecycle
- Lead onsite event execution, coordinating crews, suppliers, and schedules in real time
- Troubleshoot and resolve onsite issues quickly and calmly under pressure
- Conduct post-event wrap-ups, budget reconciliation, and supplier evaluations

Additional Requirements:

- Proven track record managing events end-to-end, from proposal to onsite delivery
- Strong existing vendor network and solid negotiation skills
- Good understanding of production budgeting and cost control
- Fluent in Arabic and English (spoken and written)
- Flexibility to work irregular hours and travel for onsite events

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb, Ext. 7801; 7802