



## Arinex Pty Ltd Sponsorship and Exhibition Operations Manager

**Join Arinex** - Australia's leading conference, incentive and special events company

Arinex ("architects of inspiring experiences") is an award-winning company that offers a fresh approach to conference and event management solutions.

Arinex brings nearly 50 years' experience working with national and global organisations to strategically develop, plan, sell and deliver world-class events across Australia, New Zealand and a range of other Asia Pacific and European countries. We are multiple event services rolled into one; a Professional Conference Organiser (PCO), a Digital Conference Organiser (DCO) and an event technology provider.

We are currently looking for a **Sponsorship and Exhibition Operations Manager** to join our dynamic Sponsorship and Exhibitions Team. Your role will assume overall responsibility for successful delivery of Sponsorship and Exhibition operational requirements across allocated domestic and international events, and across a variety of industries. You will be responsible for coordinating the exhibition for events and this can include in-person, hybrid and virtual. You will be the go to person for the sponsors and exhibitors of events, helping them create a successful and memorable experience.

On a day-to-day basis you will be working with suppliers (including venues, booth builders, virtual event platforms and more) and sponsors and exhibitors on delivery of entitlements in their contracts to make the most out of their experience.

This role also exposes you to all elements of planning and managing our events. You will get to work on websites, marketing, social media, registration, program management as all our sponsorship offerings include opportunities for our sponsors and exhibitors in these areas. You will also have the opportunity to be creative, innovative and think outside the box to work with the team to always be thinking of new and exciting ways we can be offering more return on investment for our stakeholders.

### To be successful you will have:

- At least 3 years' operational experience in an exhibitions/events environment
- Strong organisational and planning skills
- Excellent attention to detail and accuracy
- The ability to prioritise and meet deadlines
- The ability to demonstrate excellent client relations
- High level of personal and professional presentation
- Excellent written and verbal communication skills

We are looking for someone who is comfortable working autonomously in a supportive, collaborative environment, who is driven to excel in the role and motivated to invest in their professional development.



**Architects of Inspiring Experiences**  
Brisbane • Melbourne • Perth • Sydney • Auckland (NZ)



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### Benefits of working at Arinex

- Flexible working arrangements - opportunity to work from interstate and international locations
- Monthly and annual staff excellence awards
- IATA Airline Membership Benefits (after 6 months of employment)
- Industry rates for travel, accommodation and activities
- International and National travel opportunities
- Internal development and promotion opportunities, including gaining experience across our ten specialist business units

### Inspired?

All applications should be supported with a cover letter (stating your salary expectations) and a copy of your current resume. Follow this link to submit your application via LinkedIn [Apply here](#)

For an informal and confidential chat about the role or to find out more information about working at Arinex, please contact Marcel Van Egdom, Head of Event Services at [mvanegdom@arinex.com.au](mailto:mvanegdom@arinex.com.au) or +61 2 9265 0725.



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