

Event Graphic Designer Job Description

- Conceptualizing, planning, and managing the logistics of an event, as well as the venue, guests, catering, programs, and marketing
- Monitoring and/or keeping track of event expenses and ensuring that the review of invoices is accurate
- Coming up with creative and dazzling design concepts that comply with clients' specifications
- Working closely and/or collaboratively with vendors and event planners
- Identifying client design goals by meeting with them directly to determine their design specifications
- Ensuring that all tasks assigned, including to vendors and other firm employees are completed by the deadline
- Creating designs with the use of relevant computer software.