

Exhibition Graphic Designer Job Description

- Overseeing the fabrication, maintenance, and installation of all exhibitions
- Liaising and working cooperatively with suppliers, contractors, and specialists, such as lighting technicians
- Organizing and actively participating in meetings
- Creating designs with relevant and necessary computer-aided software, such as Adobe Creative Suite
- Creating promotional materials for gallery advertising
- Securing an event space and ensuring that every exhibitor gets a spot on the event floor
- Providing support and assistance to vendors and sponsors before, during, and after exhibitions.