



# Role Description

This is a volunteer position for Cubed! Events Limited.

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**Title:** Exhibitors Experience Lead

**Department:** Exhibitor Experience

**Unit:** Experiences

**Responds to:** Event Manager

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## Summary

As part of the Experiences team you will play a key part in shaping and delivering Cubed!'s exhibition experience. You will liaise directly with exhibitors, sponsors and other key stakeholders to ensure that exhibitors can get the best possible experience with their booth at Cubed!.

## Responsibilities

- Review and manage applications for exhibition at the event.
- Manage and ensure the timely delivery of exhibition building.
- Act as the primary point of contact for exhibitors.
- Help resolve issues raised by exhibitors quickly and efficiently.
- Work closely with Management to ensure sponsors have the best possible exhibition experience.
- Collaborate with Management to identify areas where donations can be implemented alongside the exhibition experience.
- Collaborate with departments within the Services team to ensure that content aligns with the technical and operational capabilities of the event.
- Brainstorm and develop ideas and functionality that improve and enhance the exhibitor experience.
- Manage and work collaboratively with a small team of exhibitor experience assistants.

## Desired Skills and Traits

- A keen eye for detail
- Creative thinking
- Strong communication and organisational skills
- Good problem solving skills
- Ability to work with a team
- Some management experience is ideal
- A desire to deliver the best possible event for the community
- Experience exhibiting at Cubed! previously.

To apply, please email [volunteer@cubedcon.com](mailto:volunteer@cubedcon.com) with the 'Role Title' as the Subject. Include; why you want the position, applicable skills and previous applicable projects or experience.