

Event Specialist (3–5 years of experience)

Rome (On-site)

Infinity is not your average agency.

We're not here to fill calendars.

We create events that engage people in immersive experiences through unforgettable moments of learning.

You don't just manage events.

You build experiences that work — creatively, operationally, and financially.

Based in Rome, you will:

translate vision into action

Turn client briefs into detailed operational plans.

Build timelines, define milestones, and create checklists that make complexity look simple.

research, shape, deliver

Scout locations, select and negotiate with suppliers.

Collect quotations, manage budgets, prepare estimates and commercial proposals.

Develop presentations that make clients say yes.

make it happen

Keep logistics perfectly aligned: transportation, setups, catering, transfers, technical production.

Prepare operational documentation and reporting tools.

Be onsite when it matters, with a hands-on coordination role.

close the loop

Deliver final reports with cost reconciliation and margin analysis.

Not just beautiful events — sustainable ones.

What you bring:

- 3–5 years of experience in corporate events, incentives, or conventions
- Solid experience in supplier management, budgeting, and cost control
- Strong interpersonal skills and confidence in presentations
- Ability to manage multiple projects with precision and composure
- A creative approach with a strong business mindset
- Fluent English (and the charisma to match it)
- Availability for onsite presence and travel when required

You are structured but flexible.

Creative but analytical.

Detail-oriented with a big-picture mindset.

You don't just attend events.

You make them happen.

Think you've got the right edge?

Let's talk.

Apply by sending your CV to ***c.dhromaj@infinity.it***