

JOB DESCRIPTION

Position title: **Exhibition and Sponsor Services Manager**

Reports to: EASL Head of Business Development

Location: EASL office, Geneva

Occupation: 100%

The Association:

EASL, the European Association for the Study of the Liver, founded in 1966, is a medical association dedicated to pursuing excellence in liver research, to the clinical practice of liver disorders, and to providing education to all those interested in hepatology. As of 2026, EASL serves 7,700 members from 123 countries.

EASL engages globally with all stakeholders in the field of hepatology. Our aim is to spread knowledge and expertise in best practices and the latest scientific breakthroughs. We advocate for the benefit of patients and advise world, European and national health authorities. EASL runs topical conferences, schools, and related educational meetings, our flagship event being the annual EASL Congress attracting some 8,000 delegates and 70 exhibitors and sponsors. Our journals, the Journal of Hepatology and JHEP Reports, provide an international forum for the publication of original articles, reviews, and letters to the Editor, describing the latest science in hepatology. Our eLearning hub, EASL Campus, offers more than 6,200 resources on hepatology and liver research.

Job Mission & Function:

EASL is seeking an Exhibition and Sponsor Services Manager to join its Business Development Team to deliver high-quality exhibitor and sponsor experiences within a dynamic, international events environment. Reporting to the Head of Business Development and working closely with the Events team, the role is responsible for the end-to-end coordination, design and delivery of the industry exhibition. While sales related duties lie in the hands of a dedicated team, the successful candidate will be responsible for the activation of sponsored activities at EASL congresses and educational events, notably for the coordination and production of onsite branding solutions, printed material or digital marketing tools. The Exhibition and Sponsor Services Manager will be the main operational contact for sponsors, agencies suppliers, and other EASL Departments.

Key Responsibilities

- Lead the planning, development, and execution of exhibition activities at EASL Congress and other EASL events.
- Design exhibition layouts and floorplans (using AutoCAD) to optimise exhibitor and delegate experience, attendee engagement, operational efficiency, and commercial performance.
- Lead the full exhibitor and sponsor lifecycle, acting as the primary point of contact from planning through on-site delivery, including technical site visits, exhibitor manuals and guidelines, customer service and deadline management.
- Review and validate all customised stand projects with architects, venues, and design agencies, ensuring compliance with EASL regulations, health and safety requirements such as transparency standards, and technical specifications.

- Monitor and regulate Sponsor and Exhibitor activities, ensuring compliance with EASL's Congress Guidelines (Blackout times, transparency requirements, health and safety standards, noise levels).
- Oversee the delivery of exhibition-related sponsorship activations and ensure fulfilment of contractual commitments and partner expectations.
- Identify and implement opportunities to enhance exhibitor return on investment, improve the exhibition experience, and drive exhibition revenue growth.
- Collaborate closely with Scientific, Events, and Communications teams to align business development team's objectives with broader event goals.
- Manage relationships with agencies, local suppliers, industry partners, stand builders, logistics providers, AV partners and registration teams, ensuring high-quality service delivery.
- Lead exhibition logistics and operations, including installation, dismantling, freight and storage management, health and safety compliance, and overall exhibition readiness.
- Provide on-site leadership during events, ensuring the smooth execution of exhibition operations, rapid issue resolution, supplier coordination, and an exceptional exhibitor experience.

Logistics, Operations & Supplier Coordination

- Coordinate relationships with stand builders, AV teams, freight forwarders, and venue contractors.
- Coordinate technical specifications, stand approvals, safety checks, and compliance validation.
- Oversee build-up, delivery logistics, on-site servicing, and dismantling.
- Oversee and coordinate exhibiting partner registrations.
- Produce and maintain operational documentation, such as exhibitor and construction guidelines.
- Ensure operational workflows integrate seamlessly with internal departments (Events, Scientific Programme, Communication).

Post-Event Evaluation & Reporting

- Support the delivery of exhibitor satisfaction surveys and analyse results.
- Support the delivery of fulfilment reports including event KPIs, commercial & operational performance.
- Review vendor performance and propose process improvements.
- Contribute to long-term strategy for exhibition innovation and enhanced industry engagement.

Qualifications & Experience

- Diploma in exhibition management, or equivalent professional experience.
- At least 5 years' experience in the field
- Experience in life sciences, hospitality, not-for-profit or large events preferred
- Proficient in AutoCAD or equivalent drafting software.
- Knowledge of CRM and sales pipeline tools are an asset.
- Excellent command of English is required; additional languages an asset.

Additional Requirements

- Strong interpersonal and communication skills with a service-oriented mindset.
- Capacity to work under pressure, manage deadlines, and adapt to changing circumstances.
- Ability to work in an international, multicultural environment.

- Excellent project management and organisational abilities.
- High attention to detail and strong problem-solving approach.

What we offer:

- Flexible working hours and the possibility of remote work.
- Competitive remuneration and pension plan.
- A diverse, equitable, and inclusive work environment.
- Professional development, mentoring, and growth opportunities.
- The chance to contribute to EASL's public health mission.
- Opportunity to enter the Association Management field.

EASL is committed to equality of opportunity and encourages applications from all qualified candidates regardless of sex, age, disability, gender identity, religion, or ethnicity.

Contact details:

Please send the complete application (CV, motivation letter, Certificates and Diplomas) to recruitments@easloffice.eu

Only complete applications will be considered. Due to the volume of applications, only candidates selected for an interview will be contacted. We appreciate your understanding.