

EVENT OPERATIONS SPECIALIST

📍 Bangalore | ⚙️ Operations & Execution | 🧳 5+ Years Experience

Meet Xarm

Xarm is a bold Marketing agency that creates brand stories people live. We're known for crafting high-impact events, installations, and activations that leave lasting impressions. Behind every wow moment?

A powerhouse operations team that makes the magic happen.

We're on the lookout for an **Event Operations Specialist** who thrives on turning ideas into reality — someone who lives for detail, deadlines, and delivering perfection.

Opportunity Overview

As an Event Operations Specialist, you'll be the engine behind flawless event execution. From vendor wrangling to timeline tracking, from pre-event planning to on-ground excellence — you'll own the operations lifecycle. You'll work closely with creative, servicing, and production teams to ensure every project hits the mark, on time and on budget.

This role is for a sharp executor who loves making things happen, even in high-pressure environments.

What Sets You Apart

Turning complex plans into seamless, real-world brand experiences.

- Operational Finesse
- Vendor Whisperer
- On-Ground Hustler
- Deadline Discipline
- Budget Guardian
- Technical Know-How

Core Contributions

Project Planning & Coordination	<ul style="list-style-type: none">• Decode project briefs and translate them into clear action plans.• Collaborate with internal teams and vendors to build timelines, resource lists, and production schedules.• Keep deliverables moving and stakeholders aligned — from start to stage.
Vendor Management	<ul style="list-style-type: none">• Build, manage, and grow a reliable vendor network across geographies.• Negotiate smart — secure best value deals without compromising quality.• Establish credit terms and ensure smooth vendor partnerships.
Quality & Budget Control	<ul style="list-style-type: none">• Ensure top-notch output that reflects Xarm's standards.• Manage budgets with precision and accountability.• Solve issues before they become problems — be the calm in the chaos.
On-Ground Execution	<ul style="list-style-type: none">• Be the operations lead at events — ensuring seamless, high-quality experiences.• Coordinate with technical teams, fabricators, and logistics partners to deliver event perfection.• Stay alert, responsive, and in control on D-Day.

Expertise & Tools

- 5+ years in experiential marketing or events operations.
- Proficient in MS Excel and project tracking tools.
- Languages: Fluent in English, Kannada, and Hindi.
- Tech know-how in fabrication, print, A/V equipment, and event tech.
- Degree in Event Management, Mass Comm, or a relevant field.

Why Join Xarm?

- Lead award-worthy creative campaigns for renowned brands.
- Collaborate with passionate thinkers and doers across strategy, design, and execution.
- Grow within a company that celebrates innovation, ownership, and original thinking.
- Be part of a purpose-driven culture that thrives on experiential impact.

Ready to Operate at Full Power?

If you're a design leader ready to shape the future of brand experiences, we'd love to meet you.

 Email your resume and portfolio to info@xarmsolutions.com

Subject Line: "Application – Event Operations Specialist"

We're scaling fast. Ready to grow with us? Apply now and ride the wave with Xarm!