



WEB SUMMIT SERVICES LIMITED



#JOB-2443175



WEB SUMMIT LIMITED, Tramway House, 32
Dartry Road, Dublin 6, D06 XT86



No of positions : 1



Paid Position



40 hours per week



35000.00-40000.00 Euro Annually



16/04/2026



14/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://jobs.lever.co/websummit/c6fcfd7d-0550-48fe-89e9-638d3f35cfa8>



Open your camera app & point here to view this ad online



Production Coordinator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

What you will achieve:

You will assist in the planning of our global events, specifically in Asia and the Middle East

You will support the production team by coordinating timelines, meetings and communication to the broader team on deadlines milestones

You will work closely with the Event Producers, taking responsibility of areas of pre production and planning including Peripheral events, Partner activations and VIP events

You will be involved in venue liaison, operational logistics, event staff management, database management

You will liaise with key suppliers and contractors, including contracting and engagement, briefings and be the point of contact.

Using data as the key, you will work with multiple cross-company teams to develop existing and create new efficient processes.

You will learn directly from your teammates.

On site you will work as part of the wider team differing excellence throughout the event

Skills we like to see:

Ideally, a Bachelor's or Master's degree with strong performance in Sciences

Demonstrated ability to communicate, present and influence credibly and effectively

Strong administrative skills and an ability to meet deadlines

Proven ability to multitask while paying strict attention to detail.

Ambition and an ability to work on own initiative to accomplish tasks

Previous experience in event planning or coordination roles

Extra points - Experience working or living in the Middle East or Asia

- This vacancy is suitable for Remote/Blended working
- **Sector:** arts, entertainment and recreation

Career Level

- Entry Level