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# Example of Conference Planner Job Description

Our innovative and growing company is looking to fill the role of conference planner. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for conference planner

* Provide guidance to conference Steering Committee on all aspects of conference management
* Support conference leads on coordination of client-facing conferences
* Coordinate attendee registration and reporting with travel partner support, transportation, speaker coordination, audio-visual needs, food and beverage, VIP management, promotional communications, on-site support, post-event evaluations and reporting, and other logistics as needed
* Manage communication and coordination of our sponsor partners’ registration and tradeshow logistics at conferences
* Understand how to leverage available resources internally and externally to successfully plan and execute events
* Work with conference lead and business unit owners to develop an understanding of core messages and different audiences at each event
* Develop and manage multiple projects, milestones/deadlines, and key deliverables as it relates to each event assigned
* Support large and complex event-related projects to ensure expected outcomes are delivered on time and on budget
* Participate in cross-functional teams to support project goals and to enhance planning processes
* Ability to navigate roadblocks and provide thoughtful solutions

## Qualifications for conference planner

* Five years and above experience in 5 star hotels, event planning and food & beverage with high touch customer service
* Good knowledge of audio visual systems
* Flexibility to deal with fast paced diverse environment
* Experience planning or supporting events ranging in size from 5 to 500+ participants
* Experience planning or supporting meetings, conferences, and events for government and commercial clients
* Experience utilizing online meeting registration software, including commercial or proprietary products