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# Example of Event Marketing Job Description

Our company is looking to fill the role of event marketing. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for event marketing

* Work with internal Brand team and outside vendors for creative signage, marketing, and content materials
* On-site execution of events including management of shipments, décor, setup/breakdown of event, help manage flow of events for all speakers and attendees
* Manage Summit communications required to market the event and communicate to attendees before and after including but not limited to
* Project Management of Events – Aid in the identification and planning of large- and small-scale events for customers, prospects, association and channel partners, including educational conferences, tradeshows, hospitality and sporting events
* Budget tracking for all events
* Develop relationships with event vendors
* Schedule meetings with key stakeholders and set clear deadlines
* Plan details with venue including catering, AV, BEOs, diagrams
* Assist the Trade Marketing & Events Manager and support the Market Management teams with exhibitions at EMEA tradeshows
* Research and contract local vendors

## Qualifications for event marketing

* 2-4 years of directly related event industry experience
* You’re basically a ninja master at Google Drive (documents, spreadsheets)
* Mac and Keynote proficient
* Illustrator and Photoshop desired by not required
* Applicants must be pursuing a bachelor's degree in a field related to event/hospitality management, public relations, marketing, or business management
* Ideal applicants would have previous exposure to event planning and marketing on a large scale