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# Example of Event Marketing Job Description

Our company is searching for experienced candidates for the position of event marketing. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for event marketing

* Book event vendors
* Collect invitation lists from MM, send and manage Save the Date and Invitation
* Secure event volunteers and schedule day of staff responsibilities
* Compile internal attendee travel information, communicate to MMs for any reservation needs
* Prepare event-related communications
* Print final name badges, and any relevant event print needs
* Create post-event survey, collect final event photos and share results with stakeholders
* Assist MM with any shipping/logistics for sponsor materials they have secured
* Onsite support for partner summits
* Book all necessary services from the tradeshow exhibitor platform (internet, catering, cleaning, security, parking)

## Qualifications for event marketing

* Attendance at events in and around NY/NJ including PNC Bank Arts Center and Nikon at Jones Beach Theater
* All candidates must have strong attention to detail, and possess an advanced level of professionalism and communication skills
* Candidates who have previous experience with a variety technical systems and are willing to dive in and learn new systems, specifically, Contact Relationship Management (CRM) data bases along with application and website management are preferred
* This job will require communicating with both employees and vendors in remote locations and could require extended hours at times
* Bachelor’s degree from top tier university marketing, public relations, business studies or hospitality management
* 1-2 year(s) event coordination experience