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# Example of Events Planner Job Description

Our company is growing rapidly and is hiring for an events planner. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for events planner

* Recommends changes in space assignment and facilities inventory processing
* Creates and manages a comprehensive space and facilities management plans
* Proactively handle any arising issues and troubleshoot any emerging problems on event day
* Cooperate with Communications, Event requester, catering and outside vendors
* Develop plans and space layouts for events
* Understand target audiences and assist teams to develop as event strategy that supports business goals
* Aggressively manage event budgets
* Assist with the review and submission of data submissions – nominations through the required GVA Compliance process and all associated post event review process requirements too
* Sourcing and negotiating with venues, suppliers, and ordering gifts and merchandise for events
* Management of lists and status reports for client events and global programs (nomination lists, attendee lists and rooming lists)

## Qualifications for events planner

* Working knowledge of sales and marketing infrastructure systems such as CRMs, marketing databases, and project management software
* Experience in event planning in a highly technical field or scientific environment is preferred
* Exceptional communication analytical, project management, and planning skills necessary
* Bachelor’s degree in Marketing or Business desired
* Ability to travel up to 25% - 35% of the time in North America, including weekends as needed
* Experience working with corporate groups and working with MNC clients preferred