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# Example of Manager, Special Events Job Description

Our innovative and growing company is looking for a manager, special events. 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 manager, special events

* Works with faculty and staff to develop programs to engage alumni in substantive ways in order to strengthen their ties to the University
* Representation of the Chancellor’s Office at specific events and activities and functions as designated is required
* Work with Dir
* Collaborate with external partners and agencies, negotiate and secure contracts for third-party vendors and event entertainment
* Define and drive the vision for client loyalty with respect to client events
* Partner with executives and leadership to understand the objective and scope of each event, both internal and external facing
* Budget costs for each event and manage spending for all areas of event
* Evaluate, select and negotiate with vendors as needed, for internal event space, food and beverage, entertainment, transportation, audiovisual equipment, attendee supplies
* Align internal resources with objective of client visits
* Communicate with and manage internal hospitality facilitators for client visits (Quad Transportation, Quad Air, Quad Cuisine, Quad Housekeeping, Property Management, Reception, and Information Systems)

## Qualifications for manager, special events

* Leadership, analytical, teamwork, organization and time management skills are critical
* Must have excellent judgment and integrity
* Certified Fraud Examiner (CFE) and/or Certified Protection Professional (CPP) certifications are a plus
* Ability to deal with a wide audience range including law enforcement, fire and emergency management personnel, business unit managers and senior executives
* A team player who understands how to build consensus
* Sell and organize parties and special events by market segment as determined and assigned by the Director of Sales