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# Example of Manager, Special Events Job Description

Our company is growing rapidly and 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

* Serves on the CU Boulder NEXT Logistic Committee
* Responsible for budgeting anticipated revenue and expenses associated with subject program
* Manages design, production, and distribution of event related collateral materials
* Participate in the strategic planning process for meetings and events, including identifying event objectives and constructing initial budgets and ROI measurement
* Responsible for vendor sourcing and selection, management and supervision
* Collaborate with partners on co-sponsored events
* Encourage event to comply with the Hilton Travel and Expense (T&E) policy (or SMMP policy)
* Manage tradeshow booth creation and set-up
* Construct event websites and registration sites via Cvent and other vendors
* Liaise with Amex on group event travel

## Qualifications for manager, special events

* At least 7 years of combined supervisory, casino or special events industry experience or related field
* Ability to work effectively with different personalities and manage several projects simultaneously
* Previous experience producing large-scale culinary festivals - preferred
* Minimum of 3-4 years of direct events production experience
* Able and willing to work early mornings and late nights on event days
* Domestic travel across regional stores