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# Example of Special Events Coordinator Job Description

Our company is looking to fill the role of special events coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for special events coordinator

* Work closely with customers to ensure a flawless customer experience from start to finish
* Ensure the Bookings data in ScheduAll is accurate when on passing to the Billing team
* Manage the operations of the office
* Review touring artist hospitality riders and provides budget for items and services as listed
* Oversee backstage service on show days including but not limited to providing meals, dressing room set up, light wardrobe duties, and runner duties
* Book or make recommendations of local hotels for the acts and their entourage
* Build and cultivate relationships with vendors such as caterers, hotels and equipment providers to negotiate for best pricing available
* Maintain database of potential targets for Special Events and participates in solicitation efforts
* Participate in association meetings for event planners and similar organization
* Manage events as assigned and work as the direct contact for the special events

## Qualifications for special events coordinator

* 1-2 years’ experience is preferable (additionally, in a higher education setting or previous office experience)
* Ability to effectively manage multiple projects and competing priorities at once
* The ability/willingness to work as an integral part of a team are essential
* Knowledge of C-Vent data base preferable
* Preference for knowledge of accounting
* Ability to meet and exceed goals