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# Example of Special Events Manager Job Description

Our innovative and growing company is hiring for a special events manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for special events manager

* Travel as necessary in order to perform venue research, site evaluations and to attend all scheduled events
* Research and stay current with emerging trends and industry practices
* Responsible for the management of all property Special Events & Promotions to include slot tournaments, brand promotions and VIP events
* Prepares prize schedules for events in accordance with the event budget
* Prepares various reports to assist in post event analysis and compiles monthly forecast and maintain budget
* Maintains exceptional knowledge of the Local Las Vegas market and participates in comprehensive competitor shopping program
* Enhances guest interactions by providing a friendly greeting, offering directions, answering questions, making announcements, and creating an upbeat and positive atmosphere
* Manages the planning and execution of public and private events at Rockefeller Chapel and Bond Chapel, including events organized by members of the Rockefeller and Spiritual Life teams and events contracted with other departments, student groups, or external parties
* Manages printed and web-based advertising, and updates websites
* Oversees preparation of major seasonal publications and brochures

## Qualifications for special events manager

* Demonstrated success in project management including leading initiatives that include key internal and external stakeholders
* Five year minimum experience in local events sales or related fields catering sales, DMC sales, or unique venue sales
* 5+ years of experience in Sponsorship and Special Event Fundraising
* Experience composing and managing sponsorship packages, including tracking sponsorship benefits (deliverables)
* Solid strategic, analytical, and project management skills
* Previous experience in a Nonprofit environment