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# Example of Special Events Manager Job Description

Our growing company is looking to fill the role of special events manager. 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 special events manager

* Liaise with Marketing and Sales stakeholders on event messaging and promotion
* Review event communication (invitations, emails) for information accuracy and branding/messaging
* Administrative assignments as required including organizing, filing, copying, boxing and shipping event materials
* Travel for site selections, pre-planning meetings and to manage the event
* Supervise and develop ongoing relationships with various outside event vendors, internal departments, and volunteer groups
* Implementation of all special events including meeting facilitation and development of marketing plans coordinating the involvement of creative personnel (both internal and external) to produce promotional event materials
* Ensuring optimal perception of Buckhead Theater within the community within professional organizations
* Create professional development program for front-list titles
* Maintain a relationship with College Board Consultants, AP Readers, supplement authors, and authors
* Create professional development custom plan for all adoptions that require it

## Qualifications for special events manager

* Advanced internet searching and research skills
* At least 3 years of progressive experience in catering or event management in a hotel
* Experience with fundraising software – ideally Raiser’s Edge, Excel and Power Point
* Travel within the US and Canada
* Demonstrated knowledge of volunteer management
* Proficiency with Macs Word, Excel and Keynote