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# Example of Special Events Job Description

Our growing company is searching for experienced candidates for the position of special events. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for special events

* Travels and is on-site at all events outside of Los Angeles area
* Ensures all equipment, floor plans and miscellaneous items have been ordered and are accounted for
* Work with the Special Events Department to ensure that all files are prepared and maintained for each group
* Report to senior event coordinator to plan and support offline marketing programs and events
* Assist with the recruitment phase of special events & process registration forms and mail initial communication pieces
* Participate in the planning and execution of social media strategies distribution of communication pieces
* Conduct recruitment and cultivation communication (calls, emails)
* Assist with mailing save the dates, invitations, and flyers to previous participants
* Support and lead research projects and special projects
* Support the coordination and execution of events

## Qualifications for special events

* Working knowledge of Raiser's Edge and Cvent
* Appropriate business communication both oral and written
* Assist National Director of Sales with shipments and administrative tasks
* Update special events collateral and/or assets when needed
* A degree in Business Administration, Hospitality Management, Marketing is preferred, but not required
* First line of outreach to secure new special events clients