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# Example of Special Events Job Description

Our growing company is hiring for a special events. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for special events

* Support the development and implementation of a grassroots marketing plan focused on the cycling and spinning community
* Help organize and promote CycleNation events including graphic design work on signage, program, promos
* Research potential sponsor companies and/or Executive Leadership prospects
* Research networking events other cycling events where we can promote CycleNation
* Assist with and maintain RSVP lists, handle various tracking spreadsheets, work with vendors, handle logistics, set-up, coordinate event volunteers
* Assist with donation/sponsorship solicitation
* Help with post event wrap up including but not limited to scheduling wrap-up meetings and check presentations, thank you letters, reporting
* Help manage event supplies
* Assist Marketing/Special Events Coordinator with assigned marketing initiatives
* Assists volunteers with Kintera management as requested

## Qualifications for special events

* Must be able to receive course credit
* Compile inquiries and data into spreadsheets
* Support Special Events Coordinator and General Manager with all aspects of special events, including cold calling, file creation, contracts
* Ability to work 2 – 5 days / week during regular business hours
* Must adhere to Live Nation policies and procedures as set forth in the Show Team Guide
* Must have an avid interest in event sales