



Example of Event Manager Job Description

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Our growing company is searching for experienced candidates for the position of event manager. 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 event manager

- Required to field Network/Server related event notifications via telephone calls, monitoring tools alerts or official notifications
- Must be able to document Network/Server outages/anomalies through internal and external reporting tools and escalate problems in accordance with company policy
- Analyze and report on Network/Server performance anomalies
- Modify configurations of network devices, and manage and maintain Server and Network availability through use of HP OMI, HP NNMi, BMC BBNA and other various monitoring tools
- Notify customers and IT management of problems as applicable and work with help desk personnel and second and third level Network and Server support technicians to resolve problems
- Develop and implement system documentation to support operational duties, disaster recovery procedure
- Assist other Frameworks with creating configuration and design documents
- Working with key constituents to define main messages and promotions and create event related marketing materials for pre and post event marketing
- Oversee event deliverables related to content development and delivery
- Onsite execution of event content and speaker management

Qualifications for event manager

- Demonstrated experience with program and project management
- Experience working with global field marketing teams
- Two years hotel experience or completed Event Management trainee program
- Provide logistics support for events