



Example of Event Marketing Job Description

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Our company is searching for experienced candidates for the position of event marketing. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for event marketing

- Book event vendors
- Collect invitation lists from MM, send and manage Save the Date and Invitation
- Secure event volunteers and schedule day of staff responsibilities
- Compile internal attendee travel information, communicate to MMs for any reservation needs
- Prepare event-related communications
- Print final name badges, and any relevant event print needs
- Create post-event survey, collect final event photos and share results with stakeholders
- Assist MM with any shipping/logistics for sponsor materials they have secured
- Onsite support for partner summits
- Book all necessary services from the tradeshow exhibitor platform (internet, catering, cleaning, security, parking)

Qualifications for event marketing

- Attendance at events in and around NY/NJ including PNC Bank Arts Center and Nikon at Jones Beach Theater
- All candidates must have strong attention to detail, and possess an advanced level of professionalism and communication skills
- Candidates who have previous experience with a variety technical systems

Relationship Management (CRM) data bases along with application and website management are preferred

- This job will require communicating with both employees and vendors in remote locations and could require extended hours at times
- Bachelor's degree from top tier university marketing, public relations, business studies or hospitality management
- 1-2 year(s) event coordination experience