



Example of Event Planning Job Description

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Our company is searching for experienced candidates for the position of event planning. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for event planning

- Maintain positive and professional relationships with vendors, sales and sales support and colleagues
- Maintain Professional Education calendar, , ensure all scheduled events are added and most recent versions are distributed) and course logistic profiles are up to date
- Attend courses or events as needed for additional support or coverage
- Assist with competitive bidding for course venues (labs, conference rooms)
- Collaborate with RA/QA Endowise Administrator to maintain changes as necessary to the Endowise registration system and helps to develop and support new registration system
- Maintain RA/QA approved content for external website
- Develop new hire training materials and agendas for future coordinators
- Lead the Work Instruction project amongst the coordinators by maintaining and recommending updates to Professional Education Team on periodic basis
- With internal product marketing teams and other internal departments, influence and/or lead marketing communications strategies and tactics for tradeshow and corporate meetings/events, including traffic/production, creative design team and corporate event services team
- Evaluate meeting information and make recommendations regarding potential Company participation

Qualifications for event planning

- Some amount of physical labor will be required with this position (less than 10%)
- 3-5 years of related professional experience, with at least 1-2 years of experience in the planning and management of educational activities or comparable events
- Bachelor's degree in Business, Hospitality Management, or other relevant discipline required, or equivalent professional experience
- Proven experience managing budgets and tracking/reporting financial results, sales, event attendance and other metrics