



Example of Events Executive Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for events executive

- Organize and attend major industry markets and festivals where necessary MIP, MIPCOM
- Work on MIP and MIPCOM the large TV markets including staff registrations, management of transfers, hotel bookings
- Running debriefs and doing all post event reconciliation in terms of final attendance lists, final budget, paying suppliers
- Primary responsibilities include collaborating on overall event strategies, managing event logistics, selecting and contracting with external vendors, coordinating scheduling and content with faculty, and providing excellent customer service to attendees
- Will work closely with program directors and Executive Education Marketing and Corporate relations departments in managing on campus, off campus, and virtual events
- Reporting and analysis on attendee engagement levels, company leads, and Executive Education participant applications
- Responsible for updating and managing content on program websites
- Responsible for coordination of surveys and other outreach initiatives to Executive Education alumni
- Creates and manages budgets for all related events
- Coordinates related projects on an as needed basis

Qualifications for events executive

- Collect speaker's biographies and photos, set up speaker's preparation calls and email chains, coordinate speaker travel, create pre-event briefing and preparation documents and perform other administrative tasks as required
- Coordinate with marketing, sponsorship and other teams to ensure smooth planning for and running of events
- Act as key sponsor liaison and project manager on assigned events
- Support sponsor relationship management as needed
- The ability to write to a high standard