



Example of Events Marketing Job Description

Powered by www.VelvetJobs.com

Our company is hiring for an events marketing. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for events marketing

- Manage the creation and delivery of all event communications and documents including post event follow up in a timely manner
- To improve, develop and implement new event concepts to deliver innovative solutions
- Manage each event budget, negotiate with suppliers including hotels and venues to ensure best product, service and price are negotiated and ensure any contracts are validated by FTI legal departments
- Provide an up-to-date calendar of industry and client events held by third parties and competitors
- Coordinate lodging and lift ticket needs for entertainment, on-mountain events, and post-season photo shoots
- Coordinate promotional material and signage creation
- Participate in planning meetings site visits
- Assists with permit requests and mapping of events with other VSRI departments, United States Forest Service, fire departments, and other entities
- Acts as MC at various events as needed (race events, parades, opening ceremonies)
- Proficient in use of public address and AV systems

Qualifications for events marketing

- Must be able to be on feet for long periods, indoors or outdoors
- Must be able to read complex documents and speak clearly
- Provide guidance to client relations team and temp staff if necessary
- Experience in special events coordination is a plus