



Example of Events Marketing Job Description

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Our innovative and growing company is looking for an events marketing. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for events marketing

- Assist with corporate calendar of events with event details
- Complete registrations and housing requirements as necessary for shows
- Order advertising specialty items, as needed
- Coordinate sponsorships in relation to trade shows
- Work closely with sales and marketing management
- Act as a liaison with suppliers
- Coordinate details with key internal "partners"
- Print, ship and track supplies for onsite events staff
- Act as onsite staff for events hosted on the company's premises
- Follow-up with onsite events staff for post-event documentation

Qualifications for events marketing

- Excellent conversational skills and communications skills
- Knowledge with social media outlets (Instagram, Facebook, Twitter, SnapChat, Pinterest)
- Eagerness to learn and contribute whenever help is needed
- Minimum of 7 years' experience in event management, preferably in the entertainment industry across a range of event types
- Strong leadership and management skills with the ability to set and communicate goals, measure accomplishments, hold team accountable and give constructive feedback
- Computer literacy with MSOffice suite and Outlook required