



Example of Events Marketing Job Description

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Our growing company is searching for experienced candidates for the position of events marketing. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for events marketing

- Plan and coordinate travel, accommodations, meeting space, meals and entertainment for event attendees
- Conduct post-event evaluation for program effectiveness
- Develop and implement a process to support local tradeshow events
- Develop and maintain productive relationships with customers and other departments within the company
- Study external environment and report regularly on best in class event examples both within and outside of the industry
- Calendar all regional trade shows
- Work closely with training manager to assist with coordination of internal and external training programs and meetings
- Actively manage budget
- Formulate and drive event sponsorship strategies
- Evaluate local and international events and ad-hoc sponsorship proposals

Qualifications for events marketing

- Qualifications in marketing or equivalent relevant studies
- 1-2 years' experience within marketing, with direct experience in event promotion ideally in an IT environment
- Experience with fundamental principles of design is a must
- Ability to demonstrate experience in project and budget management

- 5+ yrs of Business experience in a fast-paced environment