



# Example of Marketing / Events Job Description

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Our growing company is looking to fill the role of marketing / events. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for marketing / events

- Concurrently planning, organizing, managing, and tracking results for numerous large, complex events for a multitude of audiences including faculty, students, staff, alumni, and the public
- Partner with DG and social media teams to coordinate outreach to generate buzz at events
- Source and manage relationships with vendors for food and beverage, audio and visual equipment, entertainment, photography, Propose ideas for theming/decoration to meet quality and company expectations
- Prepare name-tags, materials, notebooks, packages, gift bags, registration lists, seating cards
- Serve as main contact with internal and external clients to ensure that all are fully informed and given the highest level of service
- Event logistics and management of monthly road shows/seminars
- Event logistics and on-site management of 3-5 annual conferences
- Maintain customer meeting registrations for conferences
- Key player in annual corporate user conference—both external (client facing) and internal (staff related)
- Coordinate dinner/sporting events in conjunction with trade shows/conferences

## Qualifications for marketing / events

- Provides material and logistical support for annual sales markets, including

- Completing a degree (Business Analytics and Marketing are preferred)
- Ability to work in structured and unstructured hours when required to
- 1-2 years of experience in sales, marketing, event or retail related setting is a plus
- Ability to work some nights and weekends for events and promotions (flexible schedule is a must)
- Prior marketing or communications internship experience preferred