



Example of Marketing Manager, Events Job Description

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Our growing company is searching for experienced candidates for the position of marketing manager, events. 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 marketing manager, events

- Research and identify venues, contacts, and suppliers for food/beverage and other catering needs, audiovisual needs, and other required amenities
- Create invitations
- Manage executive, industry guest, and artist air travel and ground transportation arrangements
- Secure hotel room blocks as needed for staff, artists, and industry guests
- Ensure contractual requirements are met for events
- Serve as primary point of contact on date of event
- Prepare and present status reports on event plans
- Manage approved event budgets
- Maintain relationships with internal business partners such as finance, security, travel, and operations, external vendors to ensure a positive image for label
- Assist with execution of label-wide events as requested and as schedule permits

Qualifications for marketing manager, events

- Support the leasing team with collateral when required and work with the head of digital product on updating the leasing App
- Work with the centre marketing teams to ensure that all activities are

- Work with the Knowledge & Insights manager to highlight any areas of concern or potential growth that need specific action around shopper insights
- Be proactive, focused and resilient whilst maintaining an adaptive approach
- The person we seek must be organized, possess exceptional communicative skills, and have the right mix of creativity balanced with sensibility towards budget restrictions