



# Example of Special Events Coordinator Job Description

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Our innovative and growing company is hiring for a special events coordinator. 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 special events coordinator

- Devises, improvises, and adapts activities to the wide range of participant's interest and needs considering limitation of funds, facilities, equipment, volunteers, staff support, , available
- Provides advice to program managers and technicians in support to ensure quality standards are met in tour management
- Submits a cost analysis of special events prior to implementation and after each event
- Support the PEP and Sales team in a pre-sales mode – providing broadcast expertise in some OU major bids and proposals
- Work closely with the India based Bookings team to ensure any customer requests are handled for the majority of a business day
- Provide Bookings support to the Occasional Use customer base with the aim to grow the business
- Manage Special events including booking Tata owned and 3rd party resources and sending bookings confirmations/handover documents
- Maintain reciprocal vendor relationships to provide OU services
- Provide support to the Live Events MCR the onsite team
- Act as a conduit to the wider operations team (MSOC) by providing first line support with specific OU knowledge and skills

## Qualifications for special events coordinator

- Bachelor degree in Communications, Public Relations, Marketing or related field preferred
- Must be able to work early mornings and late nights weekends and holidays (will be given time off accordingly)
- Experience with CRM databases a plus
- Team player that has the ability to interface with all levels of staff and volunteers
- Willingness and availability to work some weekends and evenings
- Current driver's license – and meet qualifications for van certification (provided as on-the-job training)