



Example of Trade Show Manager Job Description

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Our company is searching for experienced candidates for the position of trade show manager. 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 trade show manager

- Selects, develops, and trains new team members
- Develops a plan of execution for LOB events
- Manages all standards, policies, and procedures in the TSE department, ensuring compliance by the team ensuring efficiency
- Maintains long-term relationships with suppliers, hotels, and venues ensuring ICG's ability to align business needs with the most efficient options
- Partners with management in development of team/department concepts and monitoring for process improvements
- Partners with management on proactive review of potential TSE issues, troubleshooting, and resolutions
- Submits formal project budgets for LOBs for Director review and approval
- Manages and tracks expenses to ensure LOB projects operate within budget
- Analyzes event costs for final review and Director approvals on monthly basis
- Develop the booth layout for the event including fixturing, work space areas, merchandise displays and cashiering

Qualifications for trade show manager

- Proven record of minimal supervision in managing of projects/programs in a fast paced environment
- Ability to handle multiple priorities with competing deadlines
- Bachelor's Degree in Marketing or related field, or equivalent knowledge and

- Minimum of 4 years of experience in managing trade shows & major meetings is required
- Some experience with budgeting planning and analysis (forecast vs
- CTSM certification and project management experience is a plus