JOB DESCRIPTION

| **TITLE** | EVENTS MANAGER | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Events Manager is responsible for planning, designing, producing, and promoting an event. The Events Manager delegates many tasks and oversees and supports their team members. This role is vital to ensuring the coordination and profitability of [ORGANIZATION NAME]’s events.

The ideal Events Manager is creative, allowing opportunities for testing new ideas and themes. This person is an excellent communicator who is highly organized and has excellent time management skills.

**Duties and Responsibilities**

Overall Responsibilities:

* Brainstorming and implementing event goals, plans, and concepts that match the target audience
* Preparing budgets and invoices
* Sourcing and negotiating with vendors and suppliers
* Negotiating sponsorship deals
* Obtaining permits
* Supervising all staff, and hiring additional personnel (e.g., waiters, ushers, DJs, etc.)
* Leading promotional activities for the event, ensuring clear branding and communication
* Overseeing preparations to ensure everything is going as planned and on schedule
* Checking all aspects before the day of the event
* Ensure smooth completion of the event
* Updating senior management about the progress
* Developing event feedback surveys
* Analyzing the event’s success and preparing post-event reports reports
* Performing other related duties

**Qualifications**

* X years of experience in events planning, ideally in [INDICATE SETUP e.g. fundraising, concerts] in a leadership role
* A bachelor’s degree in public relations or other related fields
* Experience working in a cross-cultural environment is a plus
* Certification relating to special events, meetings or conference management is an asset
* Experience setting KPIs and implementing marketing techniques for event management

**Core Competencies**

* Excellent written and verbal communication skills
* Excellent negotiation skills
* A sense of aesthetics, creativity, and innovation
* Quick on his or her feet to respond to problems that may suddenly arise
* Diplomatic and tactful
* Outstanding communication and negotiation ability
* High organized, with excellent time management skills
* A team player with leadership skills
* Strong presentation skills
* Results-driven

**Working Conditions**

* May entail working in high-stress environments (e.g. when managing several events simultaneously)
* Some travel may be required
* Overtime and hours outside of typical working schedule may be required