

Corporate Event Coordinator Job Description

Duties and Responsibilities:

Event Planning and Production:

- Negotiate space contracts or book event space
- Arrange food and beverage, order supplies, equipment, and signage, and confirm suitable décor to meet brand expectations
- Conduct research, make site visits, and find resources to help staff make decisions about event possibilities
- Craft and review room layouts for each event
- Suggest fresh ideas to make the event planning and implementation process better
- Work as a link to vendors on issues relating to an event
- Design and implement strategy to publicize events and promote sponsorships via working with media and public affairs team to organize press events and ensure messaging is timed and released promptly to effectively promote events
- Create nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc.
- Promote conference, convention, and trades show services by performing tasks such as meeting with professional and trade associations, and producing brochures and other publications
- Develop event topics and choose featured speakers
- Welcome guests and customers by greeting them in person or on the telephone; answering or directing inquiries.

Event Administration:

- Prepare budgets and provide periodic progress reports to staff directors for each event project
- Keep track of event finances including check requests, invoicing, and reporting

- Provide effective coordination to event schedules and appointments on the calendar
- Ensure event activities (including before and after event) are properly documented for effective internal and external communication drive
- Conduct post-event evaluations to determine how future events could be improved upon
- Follow event activities to ensure established laws and regulations are strictly followed and participants satisfied; also ensure any problem that may arise is quickly resolved
- Read trade publications, consult with other professionals, and attend seminars to keep abreast of standards and trends in the industry.

Corporate Event Coordinator Requirements – Skills, Knowledge, and Abilities

- Excellent communication skills, including writing, proof reading, and speaking skills
- Excellent organization skills and experience with project management
- Ability to manage multiple projects and work assignments from a variety of staff and volunteers
- Excellent interpersonal skills
- Ability to accomplish projects with little supervision
- Excellent customer service skills in addition to an attitude for quality service delivery
- Bachelor's degree preferred; however, significant work experience can substitute for the degree
- Proficiency in the use of the Web to conduct research, carry out event administration, and procurement; ability to apply the latest versions of Microsoft Outlook, Word, Excel, and PowerPoint
- Experience with the social media and Web communications and publishing is an added advantage.