

Event Producer Job Description

Duties and Responsibilities:

- Overseeing and/or supervising all production aspects of an event
- Creation or formulation of ideas and concepts that would help make the event to stand out
- Carries out venue inspection before the commencement of the event
- Runs a check on all equipment to be used at the event way before it commences
- Responsible for finding appropriate vendors for the successful execution of an event
- Responsible for hiring the production team
- Responsible for drawing up the budget for the event and making sure that whatever activity that is to be carried out is in line with the proposed budget.

Event Producer Requirements – Skills, Knowledge, and Abilities

- Possession of excellent communication skills on all fronts
- Must have good interpersonal skills and must be easily approachable
- Must be someone that pays keen attention to details
- Good organizational and coordinating abilities
- Must be proactive and show a great level of creativity in carrying out assigned duties
- Ability to multi-task and prioritize assignments in the face of multiple duties
- Good time-management skill is a necessary requirement
- Excellent decision-making skills to reduce chances of error
- He/she must have top-notch negotiation abilities to be able to achieve great deals for event hosts
- Must be able to work in a team environment or even lead a team if the need arises
- He/she should have a solid background in event production and/or management

- A minimum of 3 years relevant work experience in event production.