

Event Director Job Description

- Monitors the progress of the planning and execution of each task that has to do with the event
- Tries as much as possible to have a clear understanding of what the event is all about from the host i.e. how exactly he/she wants the event to be organized (taste of the client)
- Serves as a link between the event (actually the host of the event) and external bodies
- Provides recruitment and training/coaching for the organizing committee for the purpose of an event
- Development of general event management policies
- Supervision of the production process of an event
- Make sure that staff and work personnel at the event adhere to the management policies that were put in place to minimize hiccups during the course of the event.