

Special Events Manager Job Description

Duties and Responsibilities:

Special events managers perform various functions as they strive to organize awesome events.

The following are typical tasks, duties, and responsibilities that make up the job description of most people who work as special events managers:

- Meeting clients who need events to be organized
- Working with the marketing department to ensure that the public event and/or performance to be carried out by them ultimately lead to more patronage
- Overseeing the performance of an event
- Planning events
- Choosing an appropriate venue for proposed event or performance in the light of the number of participants expected at the event, the purpose of the event, as well as the appropriateness of the event for the venue, etc.
- Securing the attendance of experienced and well-known performers to their events venue
- Ensuring that their events are widely advertised in order to draw the attention of lots of people
- Listening to the thoughts of clients in order to appreciate their desires and to implement their thoughts on the day scheduled for the event
- Providing professional advice to clients on how best their event can be organized in order to achieve the best result.

Special Events Manager Requirements – Skills, Knowledge, and Abilities

- Ability to know what other people really need their events to be like and ensuring their events come out just as they imagined it to be

- Ability to work strictly within a budget
- A degree in any of the management courses is very much needed
- Experience in scheduling event is important
- Ability to work based on a schedule
- Ability to work with others
- Good communication skills in order to effectively pass information across to their team members effectively
- Ability to work under pressure
- Good organization skills
- Ability to multitask smoothly
- Good listening skills
- Knowledge of local laws on the requirements for carrying out public events within a particular local council.