event manager Responsibilities

* Plan event from start to finish according to requirements, target audience and objectives
* Come up with suggestions to enhance the event’s success
* Prepare budgets and ensure adherence
* Source and negotiate with vendors and suppliers
* Be in charge of hiring personnel (DJs, waiters etc.)
* Coordinate all operations
* Lead promotional activities for the event
* Supervise all staff (event coordinators, caterers etc.)
* Approve all aspects before the day of the event
* Ensure event is completed smoothly and step up to resolve any problems that might occur
* Analyze the event’s success and prepare reports

Event Manager Duties and Responsibilities

* Ability to see the “big picture” and meet objectives in all stages of event planning, design, and production.
* Management of all project elements within time limits and on budget.
* Exceptional communication skills to liaise with clients, identify their needs, and ensure customer satisfaction.
* Able to conduct market research and gather information.
* Negotiating contracts.
* Providing clear, well-written periodic reports to stakeholders.
* Able to articulately propose ideas to improve services and event quality.
* Management and organizational skills needed to oversee facilities and manage all event details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.
* Commitment to compliance with all insurance, legal, health, and safety obligations.
* People skills needed to staff events and coordinate their activities.
* Enthusiasm regarding collaborative work with marketing and PR departments to promote and publicize events.
* Proactive approach to handling issues and troubleshooting any emerging problems on the event day.
* Follow-through and willingness to conduct pre-and post-event evaluations, reporting on the outcomes.
* Research skills to identify event opportunities, understand the market, and generate interest.