

Duties and responsibilities of an event manager

[Profession](#), [Manager](#)



INTRODUCTION

The Event Manager is the person who plans and executes the event. Event managers and their teams are often behind-the-scenes running the event. He may also be involved in more than just the planning and execution of the event, but also brand building, marketing and communication strategy. He is an expert at the creative, technical and logistical elements that help an event succeed. This includes event design, audio-visual production, scriptwriting, logistics, budgeting, negotiation and, of course, client service. It is a multi-dimensional profession. In this assignment we can see the duties and responsibilities of event manager for any events to be conducted. The role of the event manager are many , some of the major functions are they will also attend the event in order to find everything is going as per the plan. Event managers supply to all types services to which are relating to the events and the functions which are taking place on the event. It is the responsibility of the event manager to coordinating all the logistics which are involved in making the event work to the clients satisfaction.

DUTIES AND RESPONSIBILITES OF A EVENT MANAGER

DUTIES

To discuss potential job specifications with Business.

Plan and schedule meetings and appointments.

Provide high-level of appropriate person Handle confidential and non-routine information.

organizing the core aspects of events.

Manage events and view them as products.

They also do brand building, and communication and some marketing strategy.

It involves the event concept planning, the type of audience to target, planning the logistics and some technical aspects coordination before the actual proposal of the said event.

This individual is responsible for each aspect of the event, from the initial brainstorming to dismantling the space following occasion.

RESPONSIBILITIES

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The event manager is an expert at the creative, technical and logistical elements that help an event succeed.

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MAIN FUNCTIONS OF EVENT MANAGER

There are mainly six main functions are there they are,

Planning

Organizing

Controlling

Directing

Coordinating

Staffing

WORK PERFORMANCE BY EVENT MANAGER

PLANNING

Event manager should have to take of deciding in advance what to do? How to do?

Involves in selecting of enterprise objectives department goals and program and determining the way to reach them.

Event manager responsible for efficient organizing staffing, directing and controlling without planning there is nothing to organize no need to control.

Event manager is responsible for directing the staff towards the efficiency and how much they contribute to the objectives.

BUDGETING

Event manager is responsible for the budgets making in the proper and standard manner.

While making budget event manager has to concentrate of production budget, material budget, labor budget, administrative budget, cash budget, master budget.

This can be done in daily, weekly, monthly, yearly.

PROBLEM SOLVER

Event manager is responsible for solving the problems happen in the event at any cause.

Also make sure that there is no any misunderstanding between supervisor and employee.

Event manager gives proper instruction to the staffs to work in proper coordination and team work.

MAINTENANCE

Event manager is responsible to give instruction to all employees to maintain the proper and standard procedure of the organization.

Event manager involves in maintaining the all equipment that is in the organization.

Make sure that all the employees maintaining the decorum of organization of the guest.

EVALUATING

Event manager is also responsible for evaluating against criteria of cost, risk, benefit and organizational facilities.

MARKETING

When we focus in to marketing the main responsibility for the manager is to focus and to keep contact with the media, advertisements, etc..., to do a successful job. He has to check the particular event that has marketing values only then the particular events are going through particular procedure. Event manager have to concentrate on the manpower planning.

RECORDS

As an event manager he has to keep all the records because according to the event manager perspective records are very important. There are some of the records which the event manager has to maintain they are:

Past records:

Maintaining past records use full to find and to avoid the future problems and to maintain the standards and profit that are gaining

Budget records:

Budget records are also use full to make the new monthly or weekly or the daily budget.

Future planning records:

Future planning is done to maintain the standards and to gain the profit as the company gaining now.

A good event manager should have the following skills

Verbal and written communications

Organization and time management

Project management and multi-tasking

Self-starter and team player

Understand Microsoft Office applications

Detail and deadline-oriented

Calm and personable under pressure

Negotiation

Budget management

Staff management

Marketing and public relations

Interpersonal skills with all levels of management

CONCLUSION

An event manager is person who plans and executes an event, by this assignment I got information's about how an event manager works and what are his duties and responsibilities, and also what are the essential skills which are needed for an good event manager.