

Event Execution Manager

Purpose:

The Event Execution Manager is responsible for developing and maintaining event schedules, coordinating with various stakeholders to ensure efficient operations, and ensuring seamless logistics and execution.

Key Responsibilities:

- Support event planning, scheduling, and coordination activities.
- Develop detailed event operational plans and timelines.
- Support events by maintaining up to date calendar and coordinating with various stakeholders to avoid conflict.
- Coordinate with internal departments and external vendors for event readiness.
- Oversee event setup, breakdown, and on-site logistics.
- Ensure compliance with safety, regulatory, and operational standards.
- Track event budgets and assist in cost monitoring and reporting.
- Prepare post-event operational reviews and lessons learned documentation.
- Maintain event documentation, contracts, and operational records.

Experience Minimum Requirements	Education Minimum Requirements
7+ years of experience in event operations or coordination, with leadership experience.	A Bachelor's degree in Event Management, Hospitality, or related field is required.