

PULSE ACTIVE EVENT PLANNER

A. Objectives:

- Manage all aspects of event planning meeting strict deadlines and budget demands
- Nurture and build relationships with vendors, and other industry contacts to craft and implement creative and logistical aspects of all events
- Stay current, and often ahead of the curve, on event planning, design, and production trends, proactively identifying and solving operational challenges
- Establish standard procedures and train staff to execute them
- Comply with legal, insurance, health and safety regulations at all times

B. Responsibilities:

- Coordinate with internal staff, clients, vendors, and others to establish needs for events, and serve as liaison to senior level executives, government officials, and industry leaders throughout the planning process
- Research resources, make site visits, and lead pre-event meetings when necessary to help staff make decisions about event design
- Plan and facilitate logistics for all events, including contract negotiations, guest lists, venue preparation, presentation materials, security, catering, entertainment, transportation, equipment, decor, and marketing materials.
- Oversee client experiences from conception through post-event, managing on-site preparations, production, and event breakdown, ensuring consistent, high-level service throughout all phases
- Maintain and build a comprehensive database of industry contacts, vendors, and venues
- Troubleshoot and handle any issues that arise on the event day

C. Skills and Requirements:

- Proven success as an event planner or coordinator
- Strong interpersonal and communication skills
- Experience in maintaining and building enriching business relationships
- Excellent organizational skills, including multitasking, time management, critical thinking and meticulous attention to detail
- Ability to handle pressure and make split-second decisions
- From 3 years of experience.