



Company: CJ Enterprise

Position: Event Manager (Contract)

Reports to: President & CEO

Job Description: We are looking for a competent Event manager to oversee and organize music, fundraising, and special events that will make an impact on our target audience. You'll ensure events are successful and cost-effective, paying attention to budget and ensuring sales and time constraints.

An event manager is, above all, a project manager who understands marketing and promotion techniques. We want to see enthusiastic candidates with fresh ideas and the organizational skills required to not leave anything about an event to chance.

Responsibilities:

- Promoting events, creating sponsorship, and vending opportunities for businesses.
- Assist with preparing event budgets, scheduling expenditures, and meeting sales quotas and goals for events.
- Planning and implementing the over-marketing plan for events.
- Maintaining relationships with important sponsors and/or vendors by making regular visits, understanding their needs, and anticipating new marketing opportunities.
- Assist with graphic design, videos, social media content, and photography
- Staying current in the industry by attending educational opportunities, conferences, and workshops, reading publications, and maintaining personal and professional networks.
- Plan event from start to finish according to requirements, target audience, and objectives
- Come up with suggestions to enhance the event's success
- Source and negotiate with vendors and suppliers
- Be in charge of hiring personnel (DJs, waiters, etc.)
- Coordinate all operations
- Supervise all staff (event coordinators, caterers, etc.)
- Approve all aspects before the day of the event.
- Other duties assigned by management.

Preferred Qualifications:

- 2-3 years experience in event hospitality, marketing, or sales.
- Experience in management may be advantageous.
- Understanding and knowledge of sales and marketing.
- Strong analytical, organizational, and negotiation abilities and creative thinking skills.
- Excellent communication, interpersonal, and customer service skills.
- Knowledge of data analysis and report writing.
- The ability to understand and follow company policies and procedures.
- The ability to work under pressure.
- Skilled in project management
- Knowledge of KPIs and marketing techniques for event management
- Computer savvy; proficient in Google Suite and other software applications
- A knack for problem-solving
- A team player with leadership skills
- BSc/BA in PR, marketing, hospitality management, or a related field is preferred

Salary Range & Type:

\$15-\$18 per hour + Bonus Pay

Full-Time Contractor

Other Information:

CeJay Enterprises of Louisiana, LLC

Attention: Human Resources

202 N. Thomas Drive, St. 9

Shreveport, LA 71107

E-Mail resumes to info@iamecjay.com

CeJay Enterprises of Louisiana does not discriminate based on race, color, national origin, gender, age, or disability.