

LAT APPAREL

LIVE AND TELL

Position Title: Event Planner

Reports To: Director of Creative Marketing

Job Summary

The Event Planner is responsible for coordinating all the moving parts involved in ensuring events go smoothly, including choosing venues, catering services, and hiring performers. They plan and coordinate all the details before the event and handle day-of logistics.

Responsibilities

- Execute unforgettable events that generate brand awareness, build business relationships, and boost employee morale
- Identifying clients' requirements and expectations for each event
- Brainstorming and implementing event concepts and themes
- Preparing event budgets and processing invoices
- Researching and booking venues
- Organizing suppliers, caterers, staff, and entertainment
- Coordinating all logistical elements of the event
- Managing set-up, tear-down, and clean-up operations
- Anticipating attendee needs and preparing against potential risks
- Developing post-event reports on the effectiveness of each event
- Follows all brand standards
- Presents post-event reports to assist with future planning
- Responsible for conceptualizing ideas for the events, creating and enforcing budgets, liaising with suppliers, communicating with clients, and ultimately ensuring that each event is flawlessly executed

Requirements

- BA degree in hospitality, public relations, marketing, management, or related field
- Experience in project management with a track record of successful events
- Excellent organizational skills with the ability to multitask under pressure
- Strong communication and interpersonal skills
- Creative, out-of-the-box thinking
- Ability to lead a team and delegate tasks effectively
- Meticulous attention to detail
- Expert time management skills
- Financial savvy, with the ability to adhere to plan budgets and process invoices
- Proficiency in all Microsoft Office applications and Adobe Creative Suite
- Expert multitasker with impeccable attention to detail
- Have an extraordinary ability to foresee risks and anticipate needs so that attendees are impressed and entirely satisfied by the time each event ends