

## **JOB DESCRIPTION**

### **LAKE SHORE INDIA**

<b>Job Title</b>	AM/Manager – Events Production & Execution	<b>Department / Function</b>	Marketing
<b>Reporting Manager</b>	AGM	<b>Location</b>	Thane, Ghaziabad, Pune
<b>Duties &amp; Responsibilities</b>			
<ul style="list-style-type: none"><li>• <b>Planning and Coordination:</b> Creating detailed event plans, including timelines, budgets, and logistics. Coordinating with vendors, suppliers, and internal teams to ensure all aspects of the event are organized and executed smoothly.</li><li>• <b>Budget Management:</b> Estimating costs, negotiating contracts, and managing budgets to ensure the event stays within financial constraints.</li><li>• <b>Event Setup:</b> Identifying suitable event spaces within the mall and overseeing the setup and layout to optimize space and accommodate attendees.</li><li>• <b>Vendor Management:</b> Hiring and managing vendors such as caterers, decorators, audio-visual technicians, and transportation services.</li><li>• <b>Risk Management:</b> Identifying potential risks and developing contingency plans to mitigate them, ensuring the safety and security of attendees and participants.</li><li>• <b>On-site Management:</b> Overseeing all aspects of the event on the day, including setup, registration, guest services, technical support, and troubleshooting any issues that may arise.</li><li>• <b>Post-Event Evaluation:</b> Conducting post-event evaluations to assess the success of the event, gather feedback from stakeholders, and identify areas for improvement in future events</li></ul>			
<b>Experience</b>			
<b>Qualification</b>	MBA/Graduation - Marketing	<b>Overall Experience</b>	5 – 8 years
<b>Type of industry</b>	Currently working for an Event Agency locally- Pune/ Gurgaon/ Ghaziabad	<b>Essential Experience</b>	5 – 8 years