

Job Description

Event Specialist

Rockford Fosgate, high-performance audio manufacturer is looking for a dedicated Tradeshow and Events Coordinator to join their in-house Marketing department. This is an extremely visible position and we're looking for someone who has a passion for marketing and the audio lifestyle and culture.

This role is responsible for overseeing tasks throughout the event planning process. Their duties include meeting with vendors at the venue location to help with set-up, running errands for supplies and decorations and working with staff to ensure the completion of a successful event. This position reports to the Trade Show & Events Manager.

What You Will Be Doing:

- Coordinate logistics and deliverables for trade shows. Logistics may include: booking booth and meeting space, badge registration, managing housing, packing and sending exhibition material from warehouse and returning exhibition materials to the warehouse
- Ensure Events calendar on company's website is updated and accurate
- Travel to and support onsite execution of assigned tradeshows and events including set-up and break downs
- Track expenses and assist in complete financial reconciliation
- Maintain show schedules, project checklist, and processes through Basecamp
- Prepare supplies and equipment for events, training, installation days, and various sales events
- Ability to communicate effectively at all levels of organization both internally and externally
- Coordinating logistical elements for all events
- Engaging with vendors and arranging logistics
- Post-event reporting
- Coordinate vehicle maintenance and drive vehicles for service and maintenance
- Occasionally lift to 75 pounds

Qualifications:

- Clean driving records a must
- Ability to pull a trailer behind a vehicle
- Ability to travel extensively
- Strong interpersonal & collaboration skills
- Strong organizational skills
- Project management experience
- Meticulous attention to detail
- Ability to use computer applications and tools sufficient to perform the essential functions, e.g., Excel, Office Suite, PowerPoint, and related tools knowledge of basic research methodologies (record keeping, accuracy, observational skills)
- Knowledge of teamwork and how to contribute as part of a fluid project team

Please submit your resume, cover letter, and salary expectations to jobs@rockfordcorp.com