CORPORATE EVENTS MANAGER

Job Ref. No: #JDMPR3548

2026 - 2027

- **Company Name** : Moris Media Private Limited
- **Designation** : Corporate Events Manager
- **Job Type** : Full-Time
- **Industry** : Public Relations & Event Management
- **Department** : Event Management & Corporate Communications
- **Work Model** : On The Road
- **Salary** : As Per Industry Standards

www.morismedia.com

About moris media

Moris Media is a leading public relations, corporate communications and event management boutique agency with more than 12 years of industry experience, recognised as the world's 3rd-largest PR and event management boutique agency. Operating across 40+ countries and supporting 750+ departments, service functions and specialised operational areas, the organisation delivers integrated public relations, executive communications, corporate events, conferences, exhibitions, product launches, government engagements, business forums, media events and stakeholder communication programmes for clients across diverse industries.

Within Public Relations & Event Management, the **Event Management & Corporate Communications** department plays a central role in transforming business objectives into professionally managed corporate experiences, executive engagements, stakeholder events and large-scale business functions. Operating from **West Bengal**, the department manages event strategy, production planning, venue coordination, vendor management, brand communication, protocol management, operational supervision and quality-focused delivery across every stage of an event.

The **Corporate Events Manager** position is designed for an experienced professional who can take ownership of complex corporate productions while maintaining accountability for planning, budgets, schedules, creative standards, stakeholder expectations, vendor coordination and on-ground event management. Operating through an **On The Road** work model from **West Bengal**, the role requires a mobile, client-facing and field-based approach across venues, production sites, corporate offices, exhibition centres and event destinations.

Professionals joining Moris Media become part of a performance-driven organisation where structured planning, responsible communication, operational excellence, collaboration and professional accountability support the successful delivery of high-profile corporate events while contributing to long-term career growth and industry experience.

Job Summary

The **Corporate Events Manager** is responsible for leading the planning, coordination and successful delivery of corporate events, executive engagements, product launches, inaugurations, business conferences, media events, exhibitions, VIP programmes and strategic stakeholder initiatives managed by Moris Media. Working within the **Event Management & Corporate Communications** department, this position supports the organisation's commitment to delivering professionally managed events that strengthen client relationships, enhance brand reputation and maintain the highest standards of operational excellence across the Public Relations & Event Management industry. The selected professional will primarily operate from **West Bengal**, while supporting approved business travel and on-site event operations whenever required.

This is a **Full-Time** position intended for professionals with **3 to 5 years** of relevant experience in corporate event management, event production, hospitality, corporate communications or related disciplines. The role serves as the central point of coordination between clients, senior management, internal departments, production teams, venue partners, vendors, media representatives, government authorities where applicable and other stakeholders, ensuring every project is delivered according to approved timelines, budgets, operational requirements and quality standards.

Operating through an **On The Road** work model from **West Bengal**, the **Corporate Events Manager** is responsible for managing location-based, client-facing and field-driven operations. The position requires regular coordination across corporate offices, event venues, production facilities, exhibition centres, client locations and business destinations while maintaining continuous communication, operational supervision and timely decision-making throughout every stage of event planning and execution.

The role requires a high level of ownership, accountability and operational consistency while managing multiple projects simultaneously. Success in this position depends on the ability to coordinate changing schedules, supervise event documentation, monitor project milestones, manage stakeholder expectations, resolve operational challenges, control vendor activities and maintain effective collaboration across cross-functional teams without compromising quality, compliance or delivery timelines.

The ideal candidate is **Organized, Adaptable, Strategic Planner, Leadership-Oriented, Strong Communicator, Resourceful and Professionally Presentable**, with the confidence to represent Moris Media professionally across client meetings, business events and industry engagements. Through structured planning, disciplined coordination and consistent operational delivery from **West Bengal**, the **Corporate Events Manager** contributes directly to client satisfaction, business continuity, service excellence and the long-term growth of Moris Media.

Primary Responsibilities

- **Corporate Event Planning and Management**
  Lead the end-to-end planning, coordination and execution of corporate events, executive meetings, conferences, product launches, VIP engagements, inaugurations, award ceremonies, networking events and other business functions across Moris Media and its associated brands.
- **Project Planning and Execution**
  Develop comprehensive event plans, project timelines, operational schedules, execution strategies and

contingency plans to ensure every event is delivered efficiently, safely and within approved deadlines.

- **Client Relationship Management**
  Serve as the primary point of contact for corporate clients, maintaining professional communication, understanding business objectives, managing expectations and ensuring exceptional client satisfaction throughout the project lifecycle.
- **Stakeholder Coordination**
  Coordinate effectively with corporate executives, government representatives, VIP guests, business partners, sponsors, media organisations, internal departments and external stakeholders to ensure seamless event delivery.
- **Creative Event Development**
  Conceptualise event themes, branding elements, guest experiences, venue layouts and creative production ideas that align with client objectives, brand identity and event goals.
- **Venue Planning and Site Management**
  Identify suitable venues, conduct site inspections, coordinate venue logistics, supervise layout planning and ensure operational readiness before, during and after every event.
- **Vendor and Supplier Management**
  Identify, negotiate and coordinate with production vendors, fabrication partners, audiovisual suppliers, decorators, hospitality providers, caterers, transportation partners, security agencies and other service providers to ensure timely and high-quality project delivery.
- **Budget Planning and Cost Control**
  Prepare event budgets, monitor project expenditures, negotiate commercial agreements, control operational costs and ensure financial accountability throughout every stage of the event.
- **Production and Logistics Management**
  Oversee event production schedules, staging, branding installations, audiovisual arrangements, lighting, fabrication, furniture, transportation, hospitality, registration systems and other operational logistics.
- **Timeline and Project Coordination**
  Monitor project milestones, production schedules, vendor deliverables and installation timelines while ensuring all activities remain aligned with approved project plans.
- **Corporate Communication Support**
  Coordinate event-related communication with clients, vendors, media representatives, internal departments and executive stakeholders while maintaining professionalism and brand consistency.
- **Media and Public Relations Coordination**
  Support media invitations, press conferences, media registration, interview coordination, press kits and public relations activities associated with assigned corporate events.
- **Guest and VIP Management**
  Coordinate invitations, confirmations, travel arrangements, hospitality requirements, protocol management and personalised experiences for VIP guests, dignitaries, business leaders and special invitees.
- **Risk Assessment and Contingency Planning**
  Identify operational risks, anticipate potential challenges, develop contingency plans and implement appropriate solutions to minimise disruptions during event execution.
- **On-Ground Event Leadership**
  Lead on-site event operations by supervising setup, rehearsals, live execution, guest management, vendor coordination, troubleshooting and event closure while maintaining operational excellence under pressure.

- **Quality Assurance**
  Monitor every aspect of event execution to ensure compliance with approved quality standards, client expectations, safety requirements and organisational procedures.
- **Documentation and Reporting**
  Prepare event proposals, production schedules, budgets, vendor agreements, operational reports, event checklists, project documentation and post-event evaluation reports.
- **Cross-Functional Collaboration**
  Work closely with Creative, Public Relations, Digital Marketing, Production, Finance, Administration, Operations and leadership teams to ensure successful event planning and execution.
- **Resource Planning and Allocation**
  Allocate manpower, equipment, production resources, vendor support and operational requirements to maximise project efficiency and event success.
- **Compliance and Safety Coordination**
  Ensure all event activities comply with venue regulations, operational guidelines, health and safety requirements, government protocols and company policies.
- **Technology and Event Systems**
  Coordinate the use of event management platforms, registration systems, project management software, digital collaboration tools and communication platforms to support efficient project execution.
- **Travel and On-Ground Operations**
  Travel domestically and internationally whenever required for client meetings, venue inspections, site surveys, production planning, vendor coordination, event setup, live event execution, post-event dismantling and other approved corporate event assignments.
- **Team Leadership and Coordination**
  Provide operational guidance, delegate responsibilities, monitor performance and coordinate internal teams, freelancers, production crews and event personnel to achieve successful project outcomes.
- **Continuous Process Improvement**
  Identify opportunities to improve event planning processes, operational workflows, client experience, vendor management practices and execution standards while contributing to the ongoing growth and success of Moris Media.
- **Confidentiality and Professional Conduct**
  Maintain strict confidentiality when handling client information, commercial agreements, financial records, event strategies and business discussions. Represent Moris Media with professionalism, integrity and exceptional business etiquette at all times.

Required Skills

- **Corporate Event Management**
  Strong ability to plan, coordinate and execute corporate events, executive meetings, business conferences, product launches, VIP engagements, inaugurations, networking events and large-scale corporate functions from concept to completion.

- **Project Management**
  Excellent project planning, execution and monitoring skills with the ability to manage multiple assignments, establish priorities, coordinate resources and deliver projects within approved timelines and budgets.
- **Event Planning and Coordination**
  Ability to develop event plans, production schedules, operational timelines, execution checklists and contingency strategies while ensuring seamless coordination across all project phases.
- **Client Relationship Management**
  Strong ability to build and maintain professional relationships with corporate clients through effective communication, expectation management, proactive coordination and exceptional service delivery.
- **Stakeholder Management**
  Ability to collaborate confidently with senior executives, government officials, VIP guests, media representatives, sponsors, venue partners, vendors and internal departments while maintaining professionalism and business etiquette.
- **Vendor Management**
  Experience in identifying, negotiating, coordinating and managing production vendors, fabrication partners, audiovisual suppliers, hospitality providers, transportation companies, decorators and other event service providers.
- **Budget Management**
  Strong financial awareness with the ability to prepare budgets, monitor project costs, control expenditures, negotiate commercial terms and maximise operational efficiency without compromising quality.
- **Production and Logistics Coordination**
  Practical knowledge of event production, venue operations, staging, audiovisual coordination, branding installations, hospitality arrangements, transportation logistics and operational resource management.
- **Creative Event Conceptualisation**
  Ability to develop creative event concepts, corporate themes, guest experiences, venue layouts and brand-aligned event presentations that meet client objectives.
- **Venue and Site Management**
  Ability to conduct venue inspections, evaluate event locations, supervise site readiness and coordinate venue logistics to ensure successful event execution.
- **Time Management**
  Excellent organisational and scheduling skills with the ability to manage multiple events, competing priorities and strict project deadlines efficiently.
- **Problem-Solving and Decision-Making**
  Strong analytical abilities to identify operational challenges, evaluate alternatives, make informed decisions and resolve on-ground issues quickly and professionally.
- **Risk Management**
  Ability to identify operational risks, implement contingency plans and maintain business continuity during live events and project execution.
- **Corporate Communication**
  Excellent verbal and written communication skills with the ability to interact professionally with clients, stakeholders, vendors, media representatives, executives and internal teams.
- **Negotiation Skills**
  Strong commercial negotiation abilities for managing vendor agreements, service contracts, venue bookings

and operational procurement while protecting business interests.

- **Documentation and Reporting**
  Ability to prepare proposals, budgets, event plans, production schedules, vendor documentation, operational reports and post-event evaluations with accuracy and attention to detail.
- **Leadership and Team Coordination**
  Ability to lead cross-functional teams, coordinate production crews, delegate responsibilities, motivate team members and maintain operational efficiency throughout project execution.
- **Technology Proficiency**
  Proficiency in Microsoft Office applications, event management software, project management platforms, digital collaboration tools, virtual meeting platforms and presentation software.
- **Media and Public Relations Coordination**
  Working knowledge of media coordination, press management, public relations activities and stakeholder communication associated with corporate events.
- **Presentation and Professionalism**
  Professionally presentable with excellent interpersonal skills, executive presence and the confidence to represent Moris Media during corporate meetings, client presentations, live events and business engagements.
- **Adaptability and Flexibility**
  Ability to perform effectively in dynamic event environments, respond to changing schedules, manage unexpected situations and maintain operational excellence under pressure.
- **Attention to Detail**
  Strong attention to detail while managing event logistics, production quality, branding standards, guest experiences, operational documentation and client deliverables.
- **Travel Readiness**
  Willingness and ability to travel domestically and internationally for client meetings, venue inspections, production planning, corporate events, business conferences, site visits and other approved corporate event assignments.
- **Confidentiality and Professional Ethics**
  Ability to maintain strict confidentiality while handling client information, commercial agreements, financial records, business strategies and sensitive organisational information with professionalism and integrity.

Qualifications & Experience

- **Educational Qualification**
  Bachelor's degree in Event Management, Hospitality Management, Public Relations, Corporate Communications, Business Administration, Marketing, Mass Communication or a related discipline from a recognised university. A Master's degree, MBA or relevant professional certification in Event Management or Project Management will be considered an advantage.
- **Professional Experience**
  3-5 Years of professional experience in Corporate Event Management, Event Production, Hospitality, Public Relations, Brand Activations, Exhibition Management, Conference Management or a related field with proven

experience in planning and executing corporate events.

- **Technical Knowledge**
  Strong understanding of corporate event planning, event production, venue operations, audiovisual coordination, stage management, event logistics, fabrication processes, hospitality operations, vendor management, budget planning and project execution methodologies.
- **Industry Knowledge**
  Sound knowledge of the Public Relations, Corporate Events, Hospitality, Media and Brand Communications industry, including corporate protocols, VIP guest management, stakeholder engagement and professional event execution standards.
- **Project Management Knowledge**
  Working knowledge of project planning methodologies, operational scheduling, timeline management, resource allocation, risk management and quality control throughout the event lifecycle.
- **Vendor and Procurement Knowledge**
  Experience in vendor sourcing, commercial negotiations, procurement coordination, contract management and supplier relationship management for corporate events.
- **Technology Proficiency**
  Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint and Outlook. Familiarity with event management software, project management platforms, budgeting tools, presentation software and digital collaboration platforms is preferred.
- **Documentation and Reporting**
  Ability to prepare event proposals, budgets, production schedules, operational plans, project reports, vendor documentation and post-event reports with accuracy and professionalism.
- **Communication Proficiency**
  Excellent verbal and written communication skills with the ability to communicate professionally with corporate clients, executives, government officials, media representatives, vendors and internal stakeholders.
- **Professional Presentation**
  Professionally presentable with exceptional business etiquette, executive presence and the confidence to represent Moris Media during client meetings, corporate events, media interactions, networking engagements and business presentations.
- **Travel Availability**
  Willingness and ability to travel nationally and internationally whenever required for corporate meetings, venue inspections, client presentations, event planning, production supervision, live event execution and other approved business assignments.
- **Work Eligibility**
  Must be legally authorised to work in the country of employment or be eligible to obtain the necessary work authorisation in accordance with applicable laws and regulations.

Work Model & Professional Setup

- **Work Model**

This is an **On The Road** position that requires the Corporate Events Manager to operate primarily from client locations, event venues, production sites, exhibition centres, hotels, convention facilities and other approved business locations. The role demands consistent on-ground presence to manage event planning, client interactions, venue coordination and live event execution.

- **Employment Type**
  This is a **Full-Time** position requiring full professional commitment to assigned projects, business priorities and organisational objectives while maintaining flexibility to support operational requirements across multiple event assignments.
- **Event-Based Mobility**
  The role requires frequent travel between client offices, event venues, production facilities, vendor locations, site inspections and business destinations to ensure successful planning, supervision and execution of assigned corporate events.
- **Travel and Availability Requirements**
  Willingness and availability to travel domestically and internationally whenever required for client meetings, venue inspections, site surveys, production planning, vendor coordination, rehearsals, event setup, live event execution, post-event dismantling, corporate conferences, exhibitions, business launches, networking events and other approved Event Management & Corporate Communications responsibilities. Flexibility to support business operations beyond standard working hours, including early mornings, evenings, weekends and public holidays whenever project schedules or live event requirements demand.
- **Operational Collaboration**
  Work closely with Public Relations, Creative, Production, Digital Marketing, Operations, Finance, Administration, Procurement and leadership teams while maintaining effective communication with clients, vendors, venue partners, sponsors, media representatives and external stakeholders throughout the event lifecycle.
- **Performance Expectations**
  Maintain high standards of professionalism, accountability, operational excellence and client service while managing multiple projects simultaneously, ensuring timely execution, quality delivery, accurate documentation and consistent compliance with organisational standards and approved operating procedures.
- **Professional Representation**
  Represent Moris Media professionally during client meetings, business presentations, venue inspections, networking engagements, corporate functions, media interactions and live events while maintaining excellent business etiquette, professional presentation and organisational values.
- **Compliance and Confidentiality**
  Comply with all organisational policies, client requirements, venue regulations, operational procedures, health and safety standards and applicable legal guidelines. Maintain strict confidentiality of client information, commercial agreements, financial records, business strategies, event plans and all proprietary organisational information.

Travel & Availability Requirement

The **Corporate Events Manager** must be willing and available to travel from **West Bengal** for approved local, domestic and international assignments whenever required. Travel may include client meetings, venue inspections, site surveys, production planning, vendor meetings, event rehearsals, exhibitions, conferences, corporate launches, government and VIP events, business forums, networking engagements, sponsorship activations, media events, event setup, live event management, post-event dismantling and other responsibilities associated with the **Event Management & Corporate Communications** department.

The role requires flexibility to work beyond standard business hours, including early mornings, late evenings, weekends and public holidays, whenever project schedules, client commitments or live event operations require additional support. The successful candidate must be able to adapt to changing travel plans, multiple event locations, tight production schedules, urgent client requirements and evolving business priorities while maintaining professional communication, operational control and consistent service standards across every assignment.

Compensation, Benefits & Company Support

- **Health, Insurance and Employee Well-Being**
  Eligible employees may receive medical insurance, life insurance, wellness support and other approved health-related benefits according to employment terms, role eligibility and company policy.
- **Performance Rewards and Career Growth**
  Employees may be considered for performance-based bonuses, recognition programmes, leadership opportunities, professional development, international assignments and internal career progression based on individual performance and business requirements.
- **Paid Leave and Flexible Work Support**
  Eligible employees may receive paid leave, public holidays and flexible scheduling, where operationally appropriate, to support business commitments, event schedules and approved personal requirements in accordance with company policy.
- **Business Travel and Operational Support**
  Approved national and international business travel, along with eligible travel, accommodation, commuting and communication expenses related to corporate events and official assignments, may be supported in accordance with company policy.
- **Benefit Eligibility**
  The exact benefits applicable to the **Corporate Events Manager** position will be confirmed through the formal offer of employment, applicable employment terms, role eligibility and the prevailing Moris Media company policy.

Apply Only Through the Official Job Page

- **Application Submission**
  Interested candidates should submit a complete application through the official Moris Media careers portal with an updated resume and supporting information relevant to the **Corporate Events Manager** position. Candidates should apply only if they are willing to work from **West Bengal** and can meet the travel, availability and operational requirements associated with the role.
- **Application Review and Initial Screening**
  Applications will be evaluated based on professional experience, corporate event management expertise, operational coordination, communication skills, stakeholder management capabilities and overall suitability for the position. Preference will be given to candidates who can regularly report from **West Bengal** and fulfil the responsibilities of an **On The Road** work model. Only shortlisted candidates will be contacted for the next stage of the recruitment process.
- **Interview and Assessment Process**
  Shortlisted candidates may participate in one or more interview rounds, role-specific assessments and practical discussions to evaluate event planning knowledge, production coordination, vendor management, budgeting, problem-solving ability, communication skills and overall professional suitability for the position.
- **Offer, Verification and Onboarding**
  Successful candidates will complete the required document verification process before receiving a formal offer of employment. Upon acceptance, candidates will complete the onboarding process, including organisational orientation, policy acknowledgement, department induction and system access before assuming responsibilities from **West Bengal**.
- **Recruitment Communication**
  Only shortlisted candidates will be contacted regarding the status of their application. All recruitment communication will be conducted exclusively through Moris Media's official communication channels.

APPLY ONLINE HERE

Career Opportunities Across Borders

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