



Rythmus Foundation

Job Description

Position Title:	Event Booking Officer
Key Responsibility:	- Research, identify, and propose suitable venues and vendors (catering, AV, logistics) that align with event themes and budget constraints. - Negotiate contracts and secure favorable terms with venues, suppliers, and service providers to maximize cost-effectiveness. - Manage the event booking calendar, ensuring no scheduling conflicts and efficient resource allocation. - Coordinate all logistical arrangements, including equipment rental, permits, and layout planning with vendors. - Serve as the primary point of contact for all vendors and venues from booking through event completion. - Process all booking-related paperwork, including contracts, purchase orders, and insurance certificates. - Liaise with the internal event team to understand specific requirements and ensure all bookings meet the event's needs. - Track and manage payments and deposits, ensuring they align with contractual agreements and the event budget.
Essential Skills	- Strong negotiation and vendor management skills. - Excellent organizational and time-management abilities, with great attention to detail. - Proficiency in managing budgets and processing administrative paperwork. - Effective communication and interpersonal skills for coordinating with multiple stakeholders.
Location	Remote
Qualification	Any Graduate / B.Com / M.Com, Any Other relevant degree
Exp. Required	03 to 05 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote