CORPORATE EVENT MANAGER

Job Ref. No: #JDMPR3534

2026 - 2027

- **Company Name** : Moris Media Private Limited
- **Designation** : Corporate Event Manager
- **Job Type** : Full Time
- **Industry** : Event Management & Experiential Marketing
- **Department** : Administrative & Office Management
- **Work Model** : On Site
- **Salary** : ₹ 80000 - ₹ 90000

www.morismedia.com

About morismedia

Moris Media is hiring. Moris Media is a premier public relations, digital marketing, and corporate event management boutique agency operating on a global scale. Recognized for its tailored client approach and distinct strategic vision, the organization provides a wide spectrum of cross-functional services including corporate communication, brand positioning, performance marketing, and end-to-end reputation management. By integrating strategic media relations with robust technical production capabilities, the agency ensures maximum market impact and visibility for its high-profile global clientele.

Our dynamic operational reach expands across the key metropolitan hub of **Shiliguri**, anchoring our physical campaign footprint. This operational setup allows us to coordinate closely with regional stakeholders based out of the **India** region. Our local execution teams leverage these regional networks to maintain our status as a leading corporate voice throughout **India**.

Throughout the year **2026**, our teams are focused on executing world-class corporate experiences and public relations campaigns that deliver measurable business value.

Beyond traditional public relations and digital operations, the company possesses extensive expertise in turnkey event management and corporate production logistics. The agency assumes absolute accountability for planning and executing high-profile corporate celebrations, product launches, VIP inaugurations, and venue walkthroughs within highly specialized operational environments. From coordinating premium commercial catering layouts to managing complex structural fabrications and advanced audio-visual technical setups, our dedicated project management division oversees every aspect of ground operations.

Guided by rigorous delivery standards and an unwavering focus on operational safety, the organization bridges the gap between creative execution and corporate precision, driving long-term client retention and continuous revenue growth across its international portfolio.

Job Summary

The Corporate Event Manager assumes full operational accountability for the end-to-end planning, alignment, and execution of high-profile corporate productions, VIP inaugurations, and platform launches. Operating within a structured framework in **Shiliguri**, this onsite position serves as the primary strategic interface between client stakeholders, vendor networks, and internal project teams to ensure the timely delivery of logistically secure corporate events throughout the year **2026**. The role demands a disciplined approach to managing complex budgets, resource allocations, and vendor procurement tasks while maintaining alignment with corporate service standards.

This leadership role requires a dedicated professional capable of transforming commercial facility environments into pristine event spaces. The successful candidate will direct multi-departmental deliverables, overseeing premium commercial catering coordination, intricate structural venue fabrication, audio-visual setups, and strict government protocol administration. The position calls for absolute ownership of the event life cycle, from preliminary site feasibility inspections to the implementation of strict operational run-of-sheet timelines.

The Corporate Event Manager stabilizes day-to-day coordination by managing on-site technical crews, direct boardroom interactions, and resource deployment workflows. Core responsibilities include organizing spatial layouts—such as welcome archways, red carpet pathways, and dedicated VIP reception lounges—alongside technical audio calibration checks and ceremonial ribbon-cutting setups. By maintaining clear lines of direct communication and rigorous operational standards, this role mitigates structural delivery risks, protects long-term client retention, and supports revenue growth and relationship continuity across the organization's international portfolio.

Primary Responsibilities

- Manage direct boardroom client engagements to align event objectives with strict corporate brand standards, corporate identity guidelines, and long-term business messaging targets.
- Establish and maintain direct communication lines with corporate partners, specialized suppliers, premium caterers, technical production crews, and facility management teams to ensure operational transparency.
- Lead comprehensive account coordination workflows from the onsite office to track multiple event project phases, master schedules, and critical path milestones simultaneously.
- Produce precise financial reporting documentation, tracking itemized vendor deliverables, resource allocation matrices, purchase orders, budget variations, and cost-saving metrics.
- Drive continuous internal collaboration across design fabricators, creative graphic artists, technical production crews, public relations managers, and administrative divisions.

- Conduct structured commercial discussions and price evaluations with third-party vendors to secure cost-effective, high-quality operational pricing structures.
- Execute relationship retention frameworks and post-event satisfaction reviews to protect client satisfaction, resolve operational issues, and maintain long-term service agreements.
- Supervise on-ground spatial layout installations, including welcome gates, red carpet arrival zones, flag poles, corporate conference seating plans, and multi-layered stage backdrop assemblies.
- Coordinate directly with facility technical and safety teams to manage heavy industrial floor protection, safety barriers, and structural guest pathway markers running through operational spaces.
- Direct post-event venue teardowns, waste extraction logs, debris removal, and complete physical facility restoration within the strict timelines allowed by the venue lease agreement.

Required Skills

- **In-Person Corporate Communication:** Proficient in high-level direct boardroom communication, executive presentation delivery, and managing official protocols for corporate leaders and public dignitaries.
- **Operational Time Management:** Capable of establishing and enforcing tight runtime sheets, logistical move-in schedules, and managing critical setup paths under fixed, immovable event delivery deadlines.
- **Strategic Client Handling:** Proven capability to manage client expectations during high-pressure live scenarios, addressing change requests calmly while maintaining service quality standards.
- **Commercial Vendor Negotiation:** Experienced in conducting structured procurement discussions, evaluating itemized quote formats, verifying material costs, and negotiating competitive pricing agreements.
- **Turnkey Production Expertise:** Thorough technical knowledge of industrial space transformations, multi-layered backdrop fabrication, light canapé catering operations, wireless mic frequency planning, and LED screen tracking calibration.
- **Spatial Layout Configuration:** Competent in reading floor plans and structural site measurements to plan welcome gate placements, red carpet arrival zones, corporate seating styles, and safe guest movement routes.
- **Absolute On-Site Accountability:** Possesses strong administrative ownership to lead ground operations,

coordinate technical crews, and execute venue safety checks independently without day-to-day oversight.

Qualifications & Experience

- **Educational Background:** Bachelor's Degree in Event Management, Hospitality Management, Corporate Communications, Business Administration, or a closely related professional field.
- **Professional Certification:** Certified Special Events Professional (CSEP), Certified Meeting Professional (CMP), or an equivalent industry certification in corporate project management and event logistics.
- **Technical Compliance Training:** Documented training or professional certification in occupational health and safety standards, structural venue safety, and basic emergency management protocols.

Work Model & Professional Setup

- **Strict Onsite Infrastructure Alignment:** This position operates under a full-time, dedicated onsite working model requiring daily presence at the **Shiliguri** corporate office and active regional facility sites throughout **2026** to maintain direct tactical oversight.
- **Direct Field Operations Supervision:** Requires continuous physical presence on the event floor during structural builds, technical AV line-testing, spatial skinning installations, and vendor placement operations to ensure zero execution delays.
- **Boardroom Presence Requirements:** Demands regular physical participation in high-level corporate client meetings, commercial pitch sessions, and government dignitary protocol walkthroughs that cannot be executed through remote communication channels.
- **Cross-Functional Team Deployment:** Mandates on-ground leadership to manage and align structural fabricators, premium catering staff, audio-visual technical crews, and local safety teams in real time across the **India** region.
- **Structural Feasibility Auditing:** Involves conducting physical on-site venue walkthroughs, layout space mapping inspections, and occupational safety verification checks directly within commercial or industrial warehouse spaces.
- **Flexible Operational Scheduling:** Requires scheduling flexibility to manage extended onsite tracking hours,

early morning technical sound checks, and late-night venue teardown phases to protect the strict venue restoration window.

- **Emergency Asset Mobilization:** Demands an immediate on-ground presence to troubleshoot technical faults, coordinate rapid material replacements, and adjust runtime cues instantly during live high-profile corporate events within **India**.

Travel & Availability Requirement

- **National and International Travel Flexibility:** Demands complete readiness to travel extensively across national and international territories to manage global corporate launches, brand campaigns, and overseas facility walkthroughs, ensuring consistent operational quality standards across all borders.
- **High-Energy Field Adaptability:** Requires a highly extroverted, dynamic, and engaging personality capable of navigating diverse cultural environments, networking comfortably with executive partners, and leading high-profile media and guest briefings with high social energy.
- **Non-Traditional Event Environments:** Operates outside a standard, predictable corporate desk environment, requiring physical stamina and comfort working directly within active commercial spaces, industrial warehouses, and fast-paced live production zones.
- **Unrestricted Operational Availability:** Requires a highly flexible schedule, including the willingness to work non-standard hours, weekends, and overnight shifts to monitor critical production timelines, late-night teardowns, and early-morning technical rehearsals.
- **On-Ground Stakeholder Mobilization:** Involves immediate deployment to international project locations to source regional vendors, manage cross-border supply chains, and build relationships with local regulatory and facility management teams.
- **Live Crisis Management Readiness:** Mandates constant availability during active event execution windows to address technical malfunctions, venue access revisions, and immediate protocol changes efficiently on the floor.

Compensation, Benefits & Company Support

Travel, Accommodation & Mobility Support

- **Comprehensive Global Travel Provisions:** Fully sponsored domestic and international business travel itineraries, covering premium flight arrangements and fast-track transit clearances for cross-border campaign setups.
- **Executive Corporate Accommodation:** Provision of premium, well-appointed corporate housing or star-rated hotel accommodations during international site inspections, destination launches, and multi-day venue walkthroughs.
- **Dedicated Field Mobility Allowance:** Comprehensive transport facilitation, including fully covered regional car rentals, private transit stipends, or dedicated driver provisions to ensure efficient moving between vendor sites, fabrication spaces, and active event floors.
- **International Luggage & Equipment Allowances:** Fully covered operational allowances for moving heavy corporate branding kits, specialized ceremonial assets, and technical production materials across borders.

Benefits & Company Support

- **Extroverted Network Expansion:** Direct agency sponsorship for attending premium global industry mixers, high-level corporate networking summits, and international marketing hospitality events to build independent vendor and client relationships.
- **Dynamic Non-Corporate Work Environment:** Freedom from rigid, desk-bound corporate office constraints through an active, high-energy field production structure built for creative, socially dynamic, and expressive personalities.
- **On-Ground Resource Autonomy:** Complete executive authority over project-specific operational contingency funds to make immediate, real-time procurement adjustments and emergency venue resource upgrades during live executions.
- **Comprehensive Health & Wellness Protection:** Premium health insurance plans providing expansive medical, dental, and emergency accidental coverage valid across national and international operational zones.
- **Performance-Driven Project Incentives:** Structured, lucrative bonus incentives directly tied to the successful, on-schedule delivery of major corporate inaugurations, budget optimization metrics, and high client-retention scores.
- **Strategic Leadership Fast-Tracking:** Dedicated internal career advancement paths and mentorship

programs designed to transition high-performing field managers into international regional directors.

Apply Only Through the Official Job Page

- **Mandatory Digital Application Channel:** We do not accept any offline applications, physical drop-ins, or paper resumes at our regional corporate offices; all candidates must submit their profiles digitally.
- **Primary Application Step:** Candidates are required to apply through the primary option available within the job posting, referred to as “apply here,” which serves as the entry point for our initial structural screening.
- **Official Website Portal Access:** For faster application tracking and direct entry into our executive database, candidates should apply through the official Moris Media portal via the current openings page: https://www.morismedia.in/current-openings
- **Dedicated Tracking Compliance:** Submitting your credentials precisely through the digital portal ensures your portfolio, previous event case studies, and corporate references are immediately routed to the active hiring committee for the specific **Shiliguri** vacancy.
- **Onsite Interview Verification:** Shortlisted applicants will proceed directly to structured onsite board review panels and physical situational coordination tests conducted inside our commercial hub.

APPLY ONLINE HERE

Career Opportunities Across Borders

INDIA
Moris Media Private Limited
HR DEPARTMENT
hr@morismedia.in

USA
Moris Media LLC
HR DEPARTMENT
hr@morismedia.com

UAE
Moris Media LLC
HR DEPARTMENT
hr@morismedia.ae

SAUDI ARAB
Moris Media LLC
HR DEPARTMENT
hr@morismedia.com