



Do you like planning and organizing parties?

If so, then you might also like to be an Events Manager – so you can plan and organise special events, such as weddings, meetings and/or conferences.

Events Managers are the persons behind organizing big events and celebrations. Think of the last Olympics – this is a large world wide event that keeps many different event managers busy!

If this might be for you – read on....

Some of the activities of an Events Manager include:

- discuss proposed events with clients
- offer suggestions to improve the event
- determine the types of services to be provided
- work out the proposed costs and work to a budget
- hire and organise staff and other workers for the event
- organise the venue and set it up according to plan
- manage the different caterers and entertainment booked
- manage the event so there are limited problems

You will be....

- good at communicating with a wide variety of people
- a great public speaker
- good at working with computers
- good at working under pressure.
- good at working with a wide variety of people
- very well organised

Education & Training

Many skills are learned on the job and it is a good idea to have at least year 11.

You can also obtain an Apprenticeship in Meetings and Events to enter this career.

Alternatively, you might like to complete an events management course at university.

Find more information at:

Tourism Training Australia, : www.tourismtraining.com.au

Liquor, Hospitality and Miscellaneous Union: www.lhmu.org.au

Service Industry Skills Council: www.serviceskills.com.au