

# Job Of The Week

## 28th Novemer

### EVENTS MANAGER



## Salary

The salary of an Events Manager can range from £21,000 to £40,000

## Typical Hours

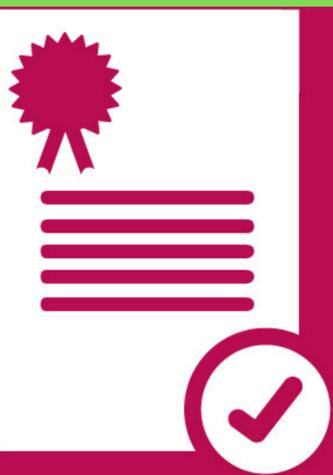
37-39 hours a week. You could work evenings, weekends and bank holidays



## Entry Requirements

You can get into this job through:

- A university course - University courses (events management, Marketing, Leisure & Tourism) which include placements will help you get practical experience and develop contacts within the industry. Entry requirements for these courses include 1 or 2 A levels, or equivalent, for a foundation degree or higher national diploma or 2 to 3 A levels, or equivalent, for a degree.
- A college course - You can gain particularly relevant skills and knowledge through courses like:
  - Level 2 Certificate in Event Planning
  - Level 3 Certificate in Event Management
  - Level 3 Diploma in Live Events and Promotion
- For College, you'll usually need, 2 or more GCSEs at grades 9 to 3 (A\* to D), or equivalent, for a level 2 course or 4 or 5 GCSEs at grades 9 to 4 (A\* to C), or equivalent, for a level 3 course
- An apprenticeship - You could get started in the events industry through the following apprenticeships, events assistant advanced apprenticeship or a hospitality advanced higher apprenticeship. Entry requirements for this route include, 5 GCSEs at grades 9 to 4 (A\* to C), or equivalent, including English and maths, for an advanced apprenticeship or 4 or 5 GCSEs at grades 9 to 4 (A\* to C) and A levels, or equivalent, for a higher or degree apprenticeship
- working towards this role - You could start as an admin or marketing assistant and work your way up through training and promotion
- volunteering - Volunteer work as a crew member at large events or exhibitions can be a good way to get experience, build contacts in the industry and get to know about vacancies that go unadvertised



# What You'll do

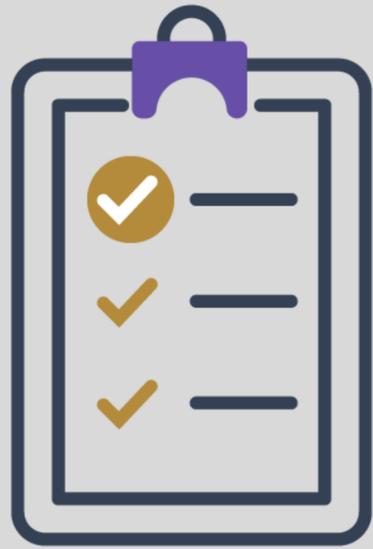
## In this job you'll:

- discuss what type of event the client wants
- come up with original ideas for events
- agree budgets and timescales with the client
- research venues, contacts and suppliers and negotiate prices
- book venues, entertainment, equipment and supplies
- hire and supervise contractors like caterers and security
- oversee the design of publicity material and promote events
- sell exhibition stand space and arrange sponsorship deals
- follow health, safety and insurance regulations
- make sure everything runs smoothly on the day

## Working environment

You could work in an office, at events, at a venue or at a client's business.

Your working environment may be physically active, you'll travel often and you may spend nights away from home.



## Career Path & Progression

**With experience and a good track record, you could run events that have larger budgets and eventually move into senior management.**

**You could also work freelance or set up your own conference or events management business**

# For more information

# CLICK HERE