

JOB OF THE WEEK

What is it?

Events Manager – Event managers organise and run conferences, exhibitions, promotions and business and social events. 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.

Day to day tasks

- 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

Qualifications

5 GCSEs including English and Maths – Grade 6 to 9
1 or 2 A Levels (or equivalent) for Degree
A Business qualification will usually be required.

Salary

Starting salary is typically from **£21,000 rising to £40,000+ nationally.**

Jobs and labour market

Weekly Pay	Annual Pay
£590	£30,680
Hours/Week	Hourly Pay
36h	£16

Workforce Change (projected)

Growth	Replacement
3.9%	49.3%

Source: [Explore LMI data – LMI For All](#)

Routes into the industry

- A Levels – then Higher Apprenticeship/Degree/Higher Diploma - Business
- A Business Apprenticeship
- Relevant College course to higher Level (6)

Find out more: [Events manager](#) | [Explore careers](#) | [National Careers Service](#)