



JOB of the Week



Job name: Event Manager

Job description: Event managers organise and run promotional, business and social events for individuals, groups, organisations and businesses including weddings, conferences and live performances.

Tasks you will undertake in the job: As an Event manager, 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
- publicise events
- follow health, safety and insurance regulations
- make sure everything runs smoothly on the day (be responsible for all groups sub-contracted as part of the event and ensure that if things go wrong, a back up plan is in place so that the event continues to run as it should)

Essential skills you need to show: To succeed as an Event manager, the following personal skills and attributes would give you an advantage:

- customer service skills
- to be thorough and pay attention to detail
- the ability to accept criticism and work well under pressure
- the ability to work well with others
- to be flexible and open to change
- leadership skills
- excellent verbal communication skills
- maths skills
- to be able to use a computer and the main software packages competently

Skills required for this job (core competencies):

Communication	Resilience	Organisation	Teamwork
Problem Solving	Initiative	Creativity	Digital literacy

Sectors in which Event managers would normally work:

You could work at events, at a client's business or on festival sites. Your working environment may be outdoors in all weathers and you'll travel often.

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 events management business.

Salary: Event managers are typically paid a starting wage of £21 000, this increases with experience, skilled Event managers can expect to earn approximately £51 000 per year.



Working hours: Working hours are usually around 37-39 hours per week. It is likely that you will work during evenings, weekends and Bank Holidays (often away from home)

Qualifications to become an Event manager:

You can get into this job through: a university course; a college course; an apprenticeship; working towards this role and applying directly

University. You can take a foundation degree, higher national diploma or degree in: events management; marketing and communications. Entry requirements: you'll usually need: 1 or 2 A levels, or equivalent, for a foundation degree or higher national diploma AND 2 to 3 A levels, or equivalent, for a degree

College. There is no set entry route to become an event manager but it may be useful to do a relevant course such as Level 2 Certificate in Event Planning OR Level 3 Diploma in Live Events and Promotion. Some courses in travel and tourism may include an events planning option. Entry requirements: you'll usually need: 2 or more GCSEs at grades 9 to 3 (A* to D), or equivalent, for a level 2 course AND 4 or 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, for a level 3 course

Apprenticeship. You could do an events assistant advanced apprenticeship. Entry requirements: You'll usually need: 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and maths, for an advanced apprenticeship

Work. You could start as an admin assistant in a marketing or public relations department and work your way up through training and promotion.

Volunteering. Paid or unpaid work as a crew member at large events or exhibitions can be a good way to get experience and build contacts in the industry.

Direct Application. You can apply directly if you have 2 to 3 years' experience of working in public relations, marketing or hospitality.



This job in the future: The workforce is projected to grow by 6.3%, losing 4 700 jobs; in the same period, 50.4% of the workforce is likely to retire, creating 37 200 job opportunities.

www.icould.com

www.successatschool.org

www.nationalcareers.service.gov.uk

www.prospects.ac.uk/jobs-and-work-experience/job-sectors

www.ucas.com/careers-advice

www.kudos/cascaid.co.uk/#/ (you all have a log on for this service)

www.careersbox.co.uk (careers videos)

Helpful sites for careers information
GAT careers links

<http://airhead.io/public/launchpads/XqbuOMJgb00fqvMPCykcZA>



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