



Events Manager

Responsible for running a range of events, ensuring the target audience is engaged and the message of the event is marketed properly. Events play a huge part in the success of a brand or an organisation.

As an event manager, you'll organise conferences, seminars and exhibitions, as well as parties and corporate incentive trips. You'll manage the whole process from the planning stage, right through to running the event and carrying out the post-event evaluation.

Skills:

- Organisational skills and attention to detail
- Communication and interpersonal skills
- Negotiation skills when looking for the best price from venues, suppliers and contractors
- Time-management
- Project management
- Ability to work under pressure
- Sales and marketing
- Problem solving skills

Income

Entry level roles range from around £18,000 to £25,000, more with experience and management. Salaries for managers could be £30,000.

Areas of work:

- Charities
- Conference and exhibition centres
- Hotels
- Local Authorities
- Festivals
- Public attractions
- PR Agencies
- Events venues