



| NSW Department of Education

Conference and Event Organiser

Conference and event organisers use their creativity to plan and execute unique events for clients. From product launches and music festivals to weddings and conferences, they never tire of seeing an event unfold seamlessly.

What conference and event organisers do

From pre-planning through to clean up, conference and event organisers coordinate every detail of an event. They meet with clients to determine an event's purpose and estimate attendance. They select a venue, negotiate contracts with suppliers and coordinate plans with on-site staff. They organise speakers and entertainment, oversee finances and sometimes have to oversee several events at the same time.

Before the event they set up rooms and ensure audiovisual is working. During the event they register guests and ensure the catering and run sheet operate to schedule. After the event they survey attendees to gather feedback and suggest improvements.

Conference and event organisers can choose to focus on one area such as weddings or work across a range of events including team-building days, anniversaries, festivals, launches, sales meetings, and cultural events. Some organisations have an in-house events team while there are also specialist companies who work with a variety of clients to stage memorable events.

Will I get a job?

Strong growth in this occupation is predicted, with 5,400 new jobs in the next four years, bringing the total in Australia to 31,300.

What will I earn?

\$1,101–\$1,350 median full-time weekly salary (before tax, excluding super).

You'll like this job if...

People energise you. You focus on possibilities and the big picture. You're sensitive and cooperative. You're creative. You have excellent attention to detail. You enjoy a quick pace and are good at multi-tasking. You're diplomatic. You're organised. You adapt easily to challenges. You have great social skills. You're punctual.

A day in the life...

Work as a conference and event organiser may involve these tasks:

- promote conferences, conventions and trade shows to potential customers
- make enquiries about services and costs for rooms, equipment hire and catering
- meet with clients to discuss their needs and outline package options
- arrange and coordinate conference facilities, catering, signs, displays, audio visual equipment, accommodation, transport, and entertainment for participants
- organise registration of participants
- negotiate the type and costs of services to be provided within budget
- oversee work by contractors
- report on variations to work orders.

VET qualifications

The following government-subsidised qualifications are available in NSW:

Certificate III in Events (SIT30516)

- Up to 2 years full-time
- Also available as a traineeship
- Graduates employed or in further study: 85.2%*

Diploma of Event Management (SIT50316)

- Up to 2 years full-time
- Graduates employed or in further study: 91.5%*

Diploma of Travel and Tourism Management (SIT50116)

- Up to 2 years full-time
- Graduates employed or in further study: 91.5%*



To find out more regarding these related jobs, visit education.nsw.gov.au/job-guides.

Information sources

Income: Australian Government Department of Employment, Australian Jobs Report 2017, Occupation Matrix. ANZSCO ID: 2211. Earnings can vary greatly depending on the skills and experience of the worker, and the demands of the role. Career trend: Australian Government Department of Employment 2017 employment projections to May 2022. Graduate outcomes: National Centre for Vocational Education Research. *Approximately 6 months after they completed VET.

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Roles to look for

- Conference and event organiser
- Event management consultant

Main employing industries

- Administrative and support services
- Accommodation and food services
- Arts and recreation services
- Education

Other jobs you may like...

- Café and restaurant manager
- Motel manager
- Hotel manager