

# EVENT MANAGER



# Types of Event Managers

- Duties of an event manager will change depending on the kind of event that is being handled. In that way, there are different types of managers who will plan and organize events ranging from **weddings, corporate events, fundraising** and more. The duties of which will be molded depending on the type of event that it is.

# The role of an event manager basically involves doing:

- **All the running around**
- **Booking the venue**
- **Identifying the target audience**
- **Devising the event concept**
- **Arranging the catering and entertainment as well as all of the other ancillary services required to make the event run to their complete satisfaction.**

# Duties and Responsibility

- Understanding the basic needs and requirements of the clients by talking to them. The event will have to be arranged depending on this one.
- Making a budget and getting the same approved by the clients.
- Basic arrangements of accommodation, transport, food, entertainment, etc. This then involves having a knowledge of the main hotels, vehicle companies and caterers to understand what they have to offer. Discussing the basic schemes and discounts that they can offer and the like.
- They have to be a link between the clients and the managers of the varied workforce. This involves negotiating prices as well as any other special requests that have to be fulfilled.
- They have to supervise the work and solve any problems that the workforce might face.
- They have to plan in advance and keep several options open so that in case there are last minute changes, they can be handled well enough.

# Skills Required

An event manager, you might think, has one of the most fun jobs in the world. What with all the social events, the ability to make anything come through to the end, give it a glamorous turn when required and more of where that came from. But...if you really think about it, it's not a job that is always about the fun, drinks and money. It is mostly about a lot of **hard work, organization skills, the ability to work under stress and take last minute decisions.**

# Example:

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- <http://www.anthonytravel.com/pdf/internationaleventsmanager-jobdescription.pdf>

# Related Jobs

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- Function Coordinator, Conference Manager, PR Consultant, Meeting Planner, Venue Manager, Banquet Manager or F&B Manager.

# Earning Capacity

- \$30,000 - \$80,000 - salaries are largely dependent on the size of the organisation, the level of responsibility of the role and the person's experience.



# Educational Courses for Event Management

- Many universities and institutions provide Diploma courses in event management, Post Graduate Diploma courses in event management and Graduate degree in event management across the world. Few of the institutions are renowned for the education of event management towards excellence because of their regular placements in the leading event management companies.