

Conference and Event Organiser

Conference and event organisers organise and coordinate services for conferences, events, functions, banquets and seminars.

Job title examples

- Conference and Event Organiser
- Event Management Consultant

Other jobs in this field of work

What conference and event organisers do

- promote conferences, conventions and trade shows to potential customers
- respond to inquiries concerning services provided and costs for room and equipment hire, catering and related services
- meet with clients to discuss their needs and outline package options to meet these needs
- arrange and coordinate services, such as conference facilities, catering, signage, displays, audio visual equipment, accommodation, transport and social events, for participants
- organise registration of participants
- negotiate the type and costs of services to be provided within budget
- oversee work by contractors and report on variations to work orders

Main employing industries

- Administrative and Support Services
- Accommodation and Food Services
- Arts and Recreation Services

Qualifications

The following government subsidised qualification is available in NSW:

Diploma of Event Management available as a qualification

Course fees: You may be eligible for government subsidised training under Smart and Skilled. Go to the [Course Finder](#) to find training in your area, estimate your fee and find a training provider.

Job prospects and pay



- There are around 10,226 conference and event organisers working in NSW.
- Over the next four years, employment in this occupation is expected to remain stable in NSW.

Average weekly full time earnings (before tax):

- Conference and event organisers: \$1,317
- All occupations: \$1,200

Related jobs



- Café and Restaurant Manager
- Hotel and Motel Manager

To find out more regarding these related jobs, visit the [Job Guides Homepage](#).

Information sources

Occupations: Australian Bureau of Statistics, Australian and New Zealand Standard Classification of Occupations, 1220.0

Employment: Australian Bureau of Statistics, Labour Force, Australia, Detailed, Quarterly, 6291.0.55.003

Skills shortages: Department of Employment, Skill Shortage List NSW 2015-16

Job prospects: Centre of Policy Studies (CoPS), Victoria University, Employment Forecast Data for NSW 2015/16 to 2022/23

Earnings: Department of Employment, joboutlook.gov.au, based on ABS Characteristics of Employment Survey, August 2014