

EVENT MANAGER

Event Managers are responsible for planning and organizing events. They make sure that the events run smoothly and are in charge of all aspects of the events.

WHAT RESPONSIBILITIES WILL I HAVE?

- Assess necessary budgets for events
- Keep track of RSVPs and dietary restrictions
- Prepare and mail invitations
- Ensure details of events with clients
- Hire and supervise event staff
- Reserve appropriate locations for events
- Select food and catering services
- Order giveaways for attendees
- Ensure compliance with all health and safety regulations
- Negotiate event accommodations
- Choose an audio-visual equipment and production company
- Monitor the event while it's taking place and resolve issues on site as they arise
- Ensure proper permits are obtained to host the event in the municipality if needed
- Promote the event through advertising and social media



WHAT EDUCATION & TRAINING IS REQUIRED?

Bachelor's degree in agriculture business, public relations, hotel and restaurant management or communications

THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, mathematics, English, personal finance, computer courses

TYPICAL EMPLOYERS

Agricultural companies may hire event managers to handle events, field days, tradeshow, etc.; may be self-employed

FUTURE JOB MARKET/OUTLOOK



SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- National Agri-Marketing Association
- Event Planners Association

AVERAGE ANNUAL FULL-TIME SALARY

\$49,000