

# CAREER FACT SHEET

## Conference and Event Organisers

### Snapshot

Conference and Event Organisers organise and coordinate services for conferences, events, functions, banquets and seminars.

How many are employed in this occupation?	27,100
What are the average weekly earnings for full time workers?	\$1,208
How does unemployment compare with other occupations?	Average
What are the job prospects for this occupation?	Medium
What will be the likely future employment growth for the next five years?	Strong Growth

### Main employing industries

Administrative and Support Services; Accommodation and Food Services; Arts and Recreation Services; Public Administration and Safety

### Tasks

This occupation may include associated occupations with varying tasks.

- promoting conferences, conventions and trade shows to potential customers
- responding to inquiries concerning services provided and costs for room and equipment hire, catering and related services
- meeting with clients to discuss their needs and outlining package options to meet these needs
- arranging and coordinating services, such as conference facilities, catering, signage, displays, audiovisual equipment, accommodation, transport and social events, for participants
- organising registration of participants
- negotiating the type and costs of services to be provided within budget
- overseeing work by contractors and reporting on variations to work orders.

# INDUSTRY OVERVIEW

## Accommodation and Food Services

If you are outgoing, like dealing with people and enjoy working as part of a team, then you should explore the possibilities of a career in the Accommodation and Food Services industry. Employment in the Accommodation and Food Services industry has been rapidly increasing, with the hospitality industry offering the largest number of jobs and there are a huge variety of roles available! The Accommodation and Food Services industry encompasses many different sectors including catering and events, restaurants, cafés, clubs and hotels. This gives you the opportunity to work in a vast range of establishments, depending on your qualification. Many of the jobs in the hospitality industry include food, therefore a lot of positions involve working in kitchens. "Front of house" roles require you to work directly with customers in a fast-paced environment. This could be as a waiter, bar attendant or function coordinator. Supervisory and management positions are also available in all of these areas,

You could possibly even end up running the show in your own business. If you like helping people and making them feel comfortable; you should explore career pathways in accommodation services (such as in reservations, reception, or housekeeping). People working in smaller hotels, motels and holiday parks are often responsible for a variety of tasks, from reception duties to room service, making for a very interesting and rewarding experience.

### Possible job pathways

- Kitchenhands
- Bar Attendants and Baristas
- Sales Assistants (General)
- Chefs
- Cafe and Restaurant Managers
- Fast Food Cooks
- Retail Managers
- Cooks
- Hotel and Motel Managers



**Accommodation and Food Services**

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