

MAKING CAREER CHOICES

FACT SHEETS TO HELP YOU CHOOSE THE RIGHT CAREER AND STUDY PATH



Events

Event Assistant, Events Coordinator, Events Manager, Functions Coordinator

Industry Description

Practitioners in this industry will be required to manage or assist in the planning and organising of special events. This could include talking with clients, consulting with service providers, organising venues, coordinating staff, analysing data and reporting on projects.

Below are some of the particularly demanding requirements. Reasonable Adjustment may apply for individuals with specific support needs in industry training. The learner should have:

- the ability to work accurately and within time constraints (efficiency)
- the ability to perform multi-step tasks
- the ability to understand and implement verbal and written instructions
- the ability to communicate orally with clients (using the phone)
- the ability to maintain control in stressful situations
- the ability to move quickly within venues (mobility)
- the ability to attend to detail
- the ability to come up with ideas and solutions to complex or multi-layered problems (problem solving)
- the ability to work within a budget
- the ability to sit, stand or walk for long periods of time
- tolerance for working irregular hours, on weekends and public holidays.

Below are some of the important personal abilities that are required. The learner should have:

- good interpersonal and supervisory skills
- the ability to problem solve urgent issues immediately
- the ability to work as part of a team
- sensitivity to cultural and special needs



- professional presentation
- an aptitude for working with computers.

Workplace Health and Safety

All practitioners must understand their workplace health and safety obligations and safety requirements under the:

- *Work Health and Safety Act 2011* which imposes obligations on people at workplaces to ensure workplace health and safety.
- *Work Health and Safety Regulation 2011* that describes what must be done to prevent or control certain hazards which cause injury, illness or death.
- *Codes of Practice*, which are designed to give practical advice about ways to manage exposure to risks common to industry.

All practitioners must be able to participate in Risk Assessments, Incident Reports and Hazard Identification.

Legislative or licensing issues

All practitioners must meet the qualification requirements set by industry standards.

More specific industry legislative or licensing issues include but are not limited to:

- Local Government Acts and Regulations
- Food Safety
- Liquor Licensing
- Entertainment Industry Legislation
- Insurance.

Resources and further information

For more information on duties, tasks and career and labour market information relating to Events, please refer to <http://joboutlook.gov.au>.

Industry information/professional associations

Meetings and Events Australia: www.meetingsevents.com.au

Service Skills Australia: www.serviceskills.com.au

Tourism Training Australia: www.tourismtraining.com.au

For career resources to help explore and plan careers, visit www.myfuture.edu.au.

This is intended to be used as a tool for career research, in conjunction with other resources. For specific course information, please refer to the TAFE Queensland website www.tafeqld.edu.au or ring 1300 308 233.



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