

# Events Assistant

The events team are the visionaries behind the events that last in our memory forever. If you're confident, love a challenge and have a creative drive, then a career in events may be for you.

## Opportunities

Events Assistants plan, create and maintain all events for both businesses and customers. This can be anything from a business conference, to a large wedding. The events team work closely with all departments across the business and you may be required to control a budget, problem solve, make sales and even negotiate. Events Assistants are often found working within many large hospitality providers, marketing agencies and private venues. Experienced Events Assistants could work their way up the career ladder, becoming an events coordinator, events manager or starting your own events company.

Salary expectations for an Events Assistant start at around £20,000 and could increase to £30,000 with experience. Progressing into an Events Manager role could increase your earning potential to £40,000+ per year.



## Requirements

You will be required to have experience working at events at venues or hotels in a related role. Hospitality team members such as receptionists, waiters and bar staff often transition into the events team based on their practical experience. A good standard of education including maths, English or ICT qualifications at GCSE grade 4 (grade C in the previous structure) is recommended due to working with budgets and stock. You will be a people person and have the ability to communicate and negotiate with vendors, department managers and customers to yield positive results.

## Apprenticeships



Events Assistant Apprenticeship

Career Progression

Events Assistant

Events Coordinator

Events Manager