

Events coordinator

As an events coordinator in quantum, you could be responsible for organising conferences, exhibitions, trade shows or workshops. You will be responsible for the events from start to finish, including the planning, organisation, execution and evaluation. In a junior role, you may follow a brief set by a manager, but in more senior roles you could be working to design a brand-new event from concept to completion.



What does the role involve?

- Researching the needs of the market and the needs of the people within a sector
- Researching suitable venues and suppliers to support the event
- Researching, recruiting and liaising with potential speakers or hosts
- Working with communications teams to promote the events
- Managing budgets
- Being the main point of contact before, during and after the events
- Helping to set up and take events down
- Carrying out risk assessments and ensuring legal requirements regarding health and safety are met
- Evaluating the events



Where would I work?

In company offices where you would be based some of the time, but your events could take place up and down the country or even in different destinations around the world.



What work experience would be helpful?

Any experience in organising events would be beneficial, either on a voluntary basis or as part of a work placement, it could also be something you undertake for e.g. university societies. Marketing, sales and business development experience would also come handy.



What subjects should I do well in at school?

There are no specific subjects directly related to events management, however, good grades in the core subjects of English, Mathematics and Science are important.



What qualifications do I need?

No specific qualifications are required for this role, however, it is possible to obtain professional qualifications in events management.



What skills and attributes are required?

Organisation, attention to detail, time management, good communication skills (written and verbal), problem solving, flexibility, financial management, ability to work independently and as part of a team.



What about career progression?

You could progress from being an events coordinator to an events manager, overseeing a team of people with responsibility for multiple events concurrently or setting strategy for a single large-scale event. You can also progress by taking on larger or higher-profile events. Some people eventually set up their own events management company or work as a consultant, using their experiences and expertise to guide others.

CASE STUDY



Amit Das

Having studied Government and Law at undergraduate level and subsequently for a Masters in South Asian Politics and Economy, Amit Das decided a career in political science was not for him and chose to pursue a career in conference organisation. Initially, Amit worked for a company but then took the leap to launch his own company, Alpha Events, which organises the famous Quantum.Tech events series. Find out more about Amit's journey at tinyurl.com/careersinquantum



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