

CONFERENCE AND EVENT PLANNERS (NOC: 1226)



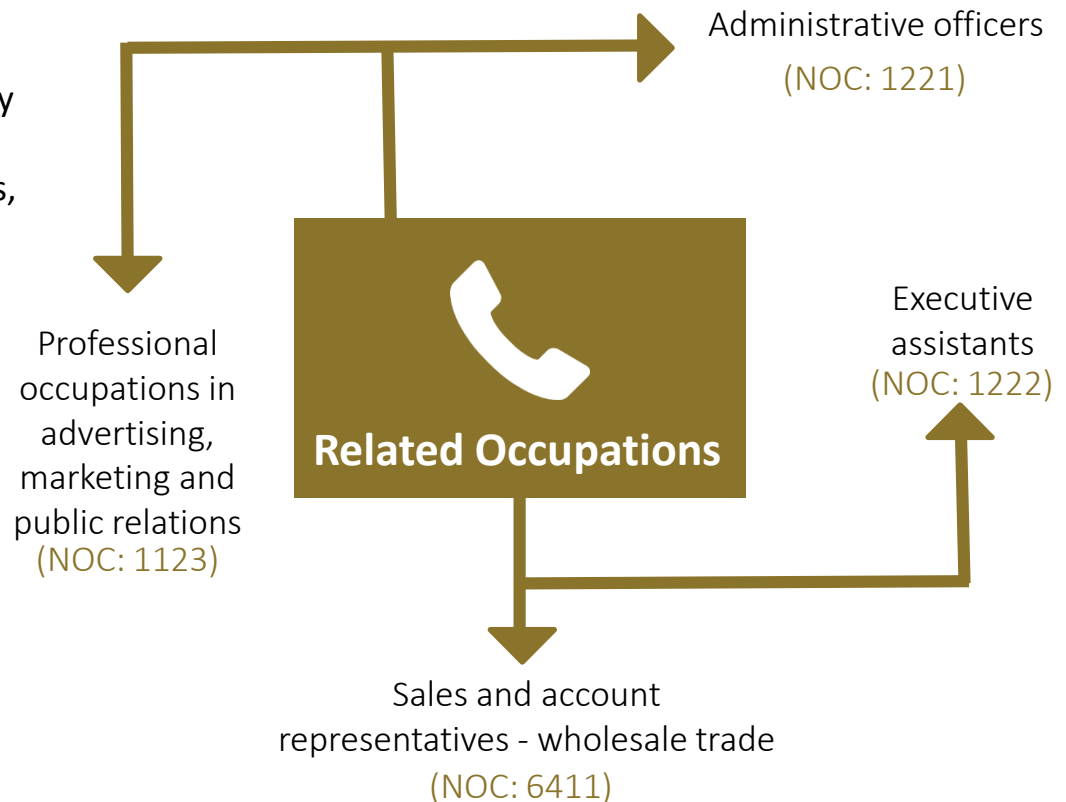
Conference and event planners plan, organize and co-ordinate conferences, conventions, meetings, seminars, exhibitions, trade shows, festivals and other events. They are employed by tourism associations, trade and professional associations, convention and conference centres, governments and by conference and event planning companies, or they may be self-employed.



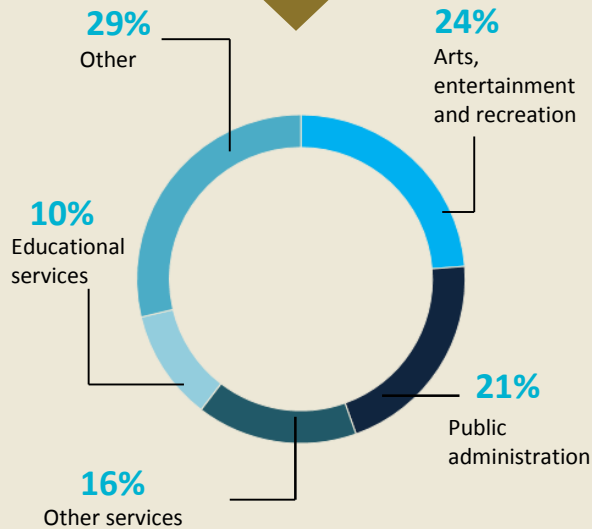
A **university degree** or college diploma in business, tourism or hospitality administration is usually required.



Work Prospects
(2018 - 2020): **Limited**



Employment by Industry



Examples of duties performed

- Meet with trade and professional associations and other groups to promote and discuss conference, convention and trade show services
- Meet with sponsors and organizing committees to plan scope and format of events, to establish and monitor budgets and to review administrative procedures and progress of events
- Co-ordinate services for events, such as accommodation and transportation for participants, conference and other facilities, catering, signage, displays, translation, special needs requirements, audio-visual equipment, printing and security.



Sample Job Titles

Convention Co-ordinator

Conference and Meeting
Planner

Conference Planner

37

Job Openings
2017-2026

\$19.00

Median
Wage
(Per Hour)



Funded by the Government of Canada and the Province of New Brunswick through the Canada-New Brunswick Labour Market Agreements.

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