

# Meeting, Convention, and Event Planners

SOC: 13-1121 • Career Profile Report

## ■ Key Facts

\$59,440

Median Salary

155,800

Employment

+5.0%

Growth Rate

## ■ Requirements & Salary Range

Education: Bachelor's degree

## ■ Automation Risk Assessment

**Medium Risk** - 38.0% probability of being automated in the next 10-20 years.

This job has some routine elements but still requires human judgment and interaction.

## ■ Work-Life Balance

7.1/10 - Good work-life balance

## ■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	3.8/10	Investigative	7.2/10
Artistic	4.0/10	Social	6.6/10
Enterprising	8.2/10	Conventional	8.8/10

## ■ Top Skills Required

Communication skills, Interpersonal skills, Negotiation skills, Organizational skills, Problem-solving skills

### ✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

### ■ Challenges

- Burnout Risk
- Rapid Technological Change

## ■ What They Do

Meeting, Convention, and Event Planners typically perform the following tasks:

- Consult with customers to determine objectives and requirements for events, such as meetings, conferences, and conventions.
- Review event bills for accuracy and approve payment.
- Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.
- Arrange the availability of audio-visual equipment, transportation, displays, and other event needs.
- Confer with staff at a chosen event site to coordinate details.
- Inspect event facilities to ensure that they conform to customer requirements.
- Maintain records of event aspects, including financial details.
- Monitor event activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise.
- Negotiate contracts with such service providers and suppliers as hotels, convention centers, and speakers.
- Evaluate and select providers of services according to customer requirements.
- Plan and develop programs, agendas, budgets, and services according to customer requirements.
- Hire, train, and supervise volunteers and support staff required for events.
- Conduct post-event evaluations to determine how future events could be improved.
- Direct administrative details, such as financial operations, dissemination of promotional materials, and responses to inquiries.
- Meet with sponsors and organizing committees to plan scope and format of events, to establish and monitor budgets, or to review administrative procedures and event progress.
- Read trade publications, attend seminars, and consult with other meeting professionals to keep abreast of meeting management standards and trends.
- Organize registration of event participants.
- Develop event topics and choose featured speakers.
- Promote conference, convention and trades show services by performing tasks such as meeting with professional and trade associations, and producing brochures and other publications.
- Design and implement efforts to publicize events and promote sponsorships.

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Source: <https://www.bls.gov/ooh/business-and-financial/meeting-convention-and-event-planners.htm>