

JOB ROLE

EVENT COORDINATOR

LEVEL OF GROWTH FOR JOB ROLE



- > Projected change of +10.7%
- > From 22,000 in 2021 to 24,300 in 2026

AVERAGE SALARY FOR OCCUPATION



Entry level
(1-3 years' experience)



Senior
(8+ years' experience)

WHAT DO EMPLOYERS WANT?



SPECIALISED SKILLS

- > Event Planning
- > Teamwork/Collaboration
- > Budgeting
- > Project Management
- > Social Media

EMPLOYABILITY SKILLS

- > Detail-Orientated
- > Communication Skills
- > Planning
- > Organisational Skills
- > Time Management

DIGITAL SKILLS

- > Microsoft 365
- > Adobe Indesign
- > Adobe Acrobat
- > Adobe Photoshop

EMPLOYMENT PROSPECTS



TOP SOUTH AUSTRALIAN INDUSTRIES WHO ADVERTISED FOR THIS JOB ROLE IN THE PREVIOUS 12 MONTHS:

- > State Government Administration
- > Local Government Administration
- > Accommodation
- > Higher Education
- > Shipbuilding and Repair Services

TOP SOUTH AUSTRALIAN EMPLOYERS WHO ADVERTISED FOR THIS JOB ROLE IN THE PREVIOUS 12 MONTHS:

- > Government of South Australia
- > The University of Adelaide
- > City of Adelaide
- > Wattle Range Council
- > The Hospital Research Foundation

YOU MIGHT CONSIDER UNDERTAKING STUDY TO TRANSITION INTO THESE RELATED JOB ROLES:

- > Event Manager
- > Public Relations Manager





QUALIFICATION PATHWAYS

Looking to progress your career? TAFE SA can help you further your study with these courses (*fees may apply)

- > Certificate III in Events (SIT30516)
- > Diploma of Event Management (SIT50316)

Or undertake a range of short courses to supplement your existing knowledge or continue upskilling.

Further information available on the TAFESA website.



JOB HOLDER COMMENTS

“I found TAFE SA to be the best opportunity for me to gain the experience and the career I wanted in event management. It helped me find the path I wanted to take and opened me up to a wide world of opportunities and experiences.”

Tamara Wilks
Event Management



NETWORKING WITH INDUSTRY

Networking with industry provides you with opportunities to gain employment, advance your career and stay current with industry changes.

Upcoming conferences and workshops are an excellent way to introduce yourself to key industry contacts. Upcoming events include:

- > **Annual Wedding Expo**
Adelaide Convention Centre
24th September 2023
- > **PCOA Conference and Exhibition**
Adelaide Convention Centre
10th – 12th December 2023

Follow these organisations on social media:

- > Adelaide Convention Centre
- > Meetings & Events Australia
- > Showcase SA

Consider these opportunities to find employment:

- > Send your resume to relevant businesses in your local area
- > Look for employment opportunities advertised on
 - the TAFE SA Jobs Board
 - online employment websites like Seek
 - the job board on your local Regional Development Australia (RDA) website



CAREER SUPPORT

Not sure where to start? TAFE SA's Student Services can provide you with a range of career planning support including:

- > career planning
- > write a winning resume
- > how to respond to selection criteria
- > cover letters that stand out
- > preparing for job interviews

To find out more, or to book an appointment, visit TAFE SA's Career Support Page: [Career Support \(tafesa.edu.au\)](https://www.tafesa.edu.au)

Data sources:

Burning Glass Technologies. "Labor Insight™ Real-Time Labor Market Information Tool." <http://www.burning-glass.com>. 2021, data sourced 2023

Labour Market Insights, Government of Australia, data sourced 2023

Salaries are based on the Median Australian Salary from Salary Expert. Experienced salary levels may require additional study. Salaries may vary in your location. Information is accurate as of March 2023 and is to be used as a guide only.

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