

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 coordinate and organize **meetings, conventions, and social or corporate events**. They manage schedules, budgets, venues, and logistics to ensure events run smoothly. Their work is critical in business, hospitality, and community engagement.

This career is well suited for individuals who enjoy organization, communication, and coordinating complex projects.

What Do Meeting, Convention, and Event Planners Do?

These professionals plan and oversee all aspects of events, from concept to execution.

Common responsibilities include:

- Meeting with clients to determine event objectives, budget, and requirements
- Selecting venues, arranging catering, and coordinating transportation
- Scheduling speakers, entertainment, and activities
- Managing event logistics, timelines, and staff
- Communicating with vendors, suppliers, and stakeholders
- Monitoring events to ensure smooth operation
- Preparing post-event reports and evaluations

Key Areas of Event Planning

Planners may focus on specific types of events, clients, or logistical areas:

- Corporate and Business Events: Planning conferences, meetings, and seminars
- Social and Community Events: Organizing weddings, celebrations, and fundraisers
- Logistics and Venue Management: Coordinating locations, transportation, and accommodations
- Budgeting and Financial Planning: Managing expenses and vendor payments
- Communication and Coordination: Liaising with clients, vendors, and staff

Skills and Abilities Needed

These professionals combine organizational, communication, and problem-solving skills.

Core Professional Skills

Personal Qualities That Matter

Education and Career Pathway

This role typically requires formal education, experience, and professional development:

- Bachelor's Degree (common): Hospitality management, business, communications, or related field
- Internships or Work Experience: Hands-on experience in event planning or hospitality
- Professional Certifications (optional): Credentials in event planning or meeting management
- Continuing Education: Keeping current with industry trends, technology, and best practices
- Advanced Opportunities: Experience can lead to senior planning or event management roles

Where Do Meeting, Convention, and Event Planners Work?

They are employed in organizations that organize, host, or manage events:

- Corporations and Businesses
- Hotels, Resorts, and Convention Centers
- Nonprofit and Community Organizations
- Event Planning Firms

- Government and Public Agencies

Work environments include offices, event venues, hotels, and on-site locations.

Is This Career Difficult?

This career requires multitasking, attention to detail, and strong organizational skills. Planners must manage multiple aspects of an event, coordinate teams, and adapt to last-minute changes.

Who Should Consider This Career?

This career may be a strong fit if you:

- Enjoy planning and organizing events
- Are detail-oriented and highly organized
- Have strong communication and interpersonal skills
- Can manage budgets, schedules, and logistics
- Want a career creating successful, memorable events for clients

How to Prepare Early

- Take courses in hospitality, business, communications, or event management
- Volunteer or intern in event planning, community programs, or hospitality settings
- Develop skills in budgeting, scheduling, and vendor coordination
- Gain experience in organizing projects, meetings, or social events
- Explore certifications or programs in professional event planning

Meeting, convention, and event planners coordinate every detail to create organized, efficient, and memorable events that meet client objectives and ensure smooth execution.

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