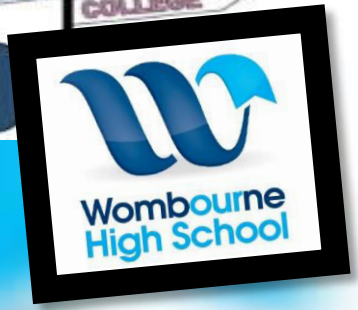




Careers 2020

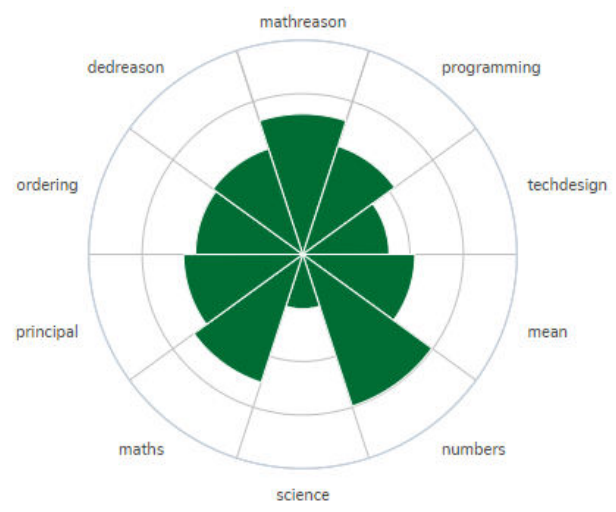


Exhibition Coordinator

Career Of The Week Date:
14/6/2021

■ Full-time employee
 ■ Part-time employee
 ■ Self-Employed

Skill importance





Exhibition Coordinator



£26,000

average salary

The UK average salary is £28,758

37% male 63% female

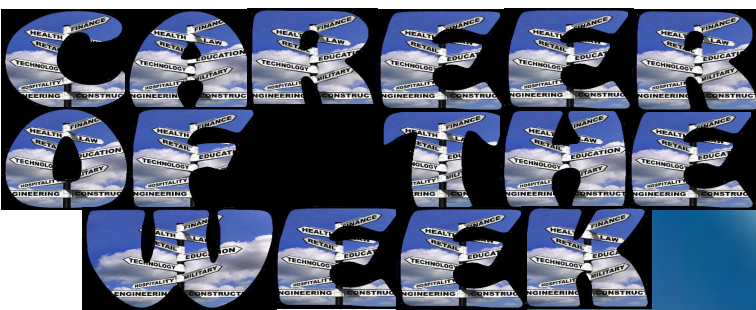
The UK workforce is 47% female and 53% male

Description

Job holders in this unit group manage, organise and coordinate business conferences, exhibitions and similar events.

Qualifications

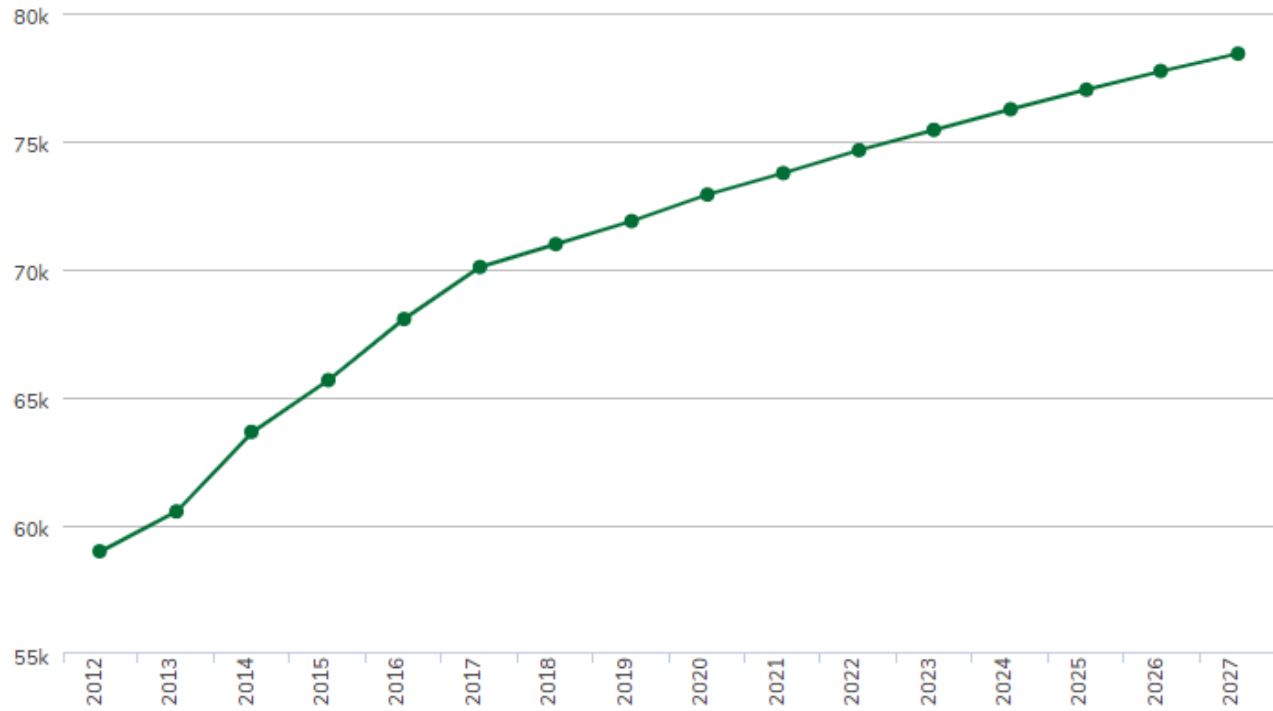
There are no formal academic entry requirements, although entrants typically possess GCSEs/S grades, A levels/H grades, a BTEC/SQA award or equivalent qualifications. Professional qualifications are available and may be required by some employers. Off- and-on-the-job training is available.



Exhibition Coordinator

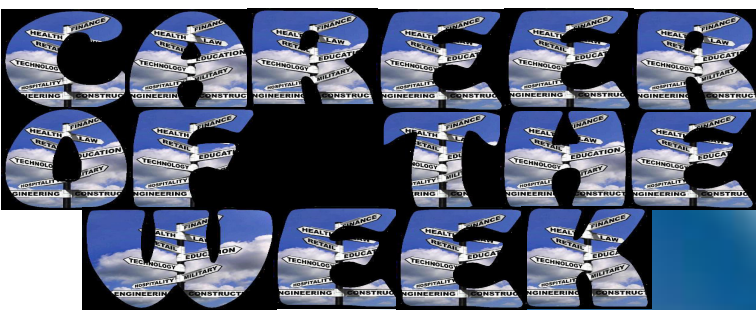


Future employment ?



Tasks

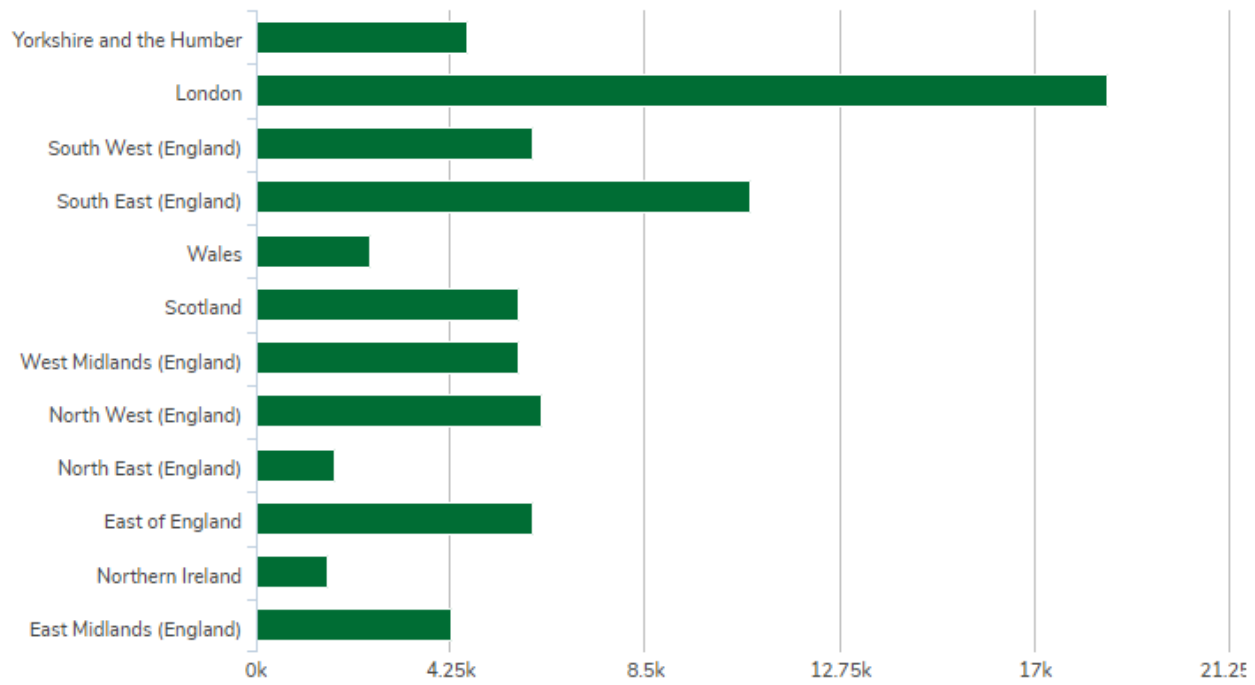
- Discusses conference and exhibition requirements with clients and advises on facilities;
- Develops proposal for the event, and presents proposal to client;
- Allocates exhibition space to exhibitors;
- Plans work schedules, assigns tasks, and coordinates the activities of designers, crafts persons, technical staff, caterers and other events staff;
- Liaises closely with venue staff to ensure smooth running of the event;
- Ensures that Health and Safety and other statutory regulations are met.



Exhibition Coordinator



Employment by region



Employment status

