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| **Name** |  | **Form** |  |

**The Richmond Aparthotel, Liverpool. Virtual Work Experience**

**Task Three**

This task will provide you with an understanding of the Career of an **Events Planner**

<https://youtu.be/bo9saHlhapA>

**Before doing any research briefly describe what you think the role of a Hotel Events Manager entails.**

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**Now you need to research! Do some research and answer the following questions**

**Using your research skills find out what responsibilities/duties a Hotel Events Manager has and list as many as you can, bearing in mind that you already have the venue. Try to list at least five.**

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| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |

An Events Manager does not work 9.00am -5.00pm. Write a couple of sentences to explain why do you think that might be?

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Qualifications – Find out what qualifications you might need in order to apply for a job in the Events Industry.

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Skills and Qualities –Do some research and list what skills would be useful to an Events Manager and give an example of when these skills would be used. Try to list at least five skills.

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An Events Manager ideally needs to be a “people person”, explain what you think a “people person” means?

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Looking at the following qualities explain how you think an Events Planner would use them in their job.

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| Flexibility |
| Good Listening Skills |
| Organisational Skills |
| Passion |
| Communication Skills |
| Stay Calm under pressure |
| Creative Problem Solvers |
| Decisive |

Work Experience would stand you in good stead when applying for a role as an Events Manager. What types of work experience do you think would be useful?

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At the start of this task you were asked to briefly describe what you thought an Events Manager Role entails. After having done your research you will now have a greater understanding of that role. You now need to discuss what makes a good Hotel Events Manager and say why this may or may not be a career choice for you.

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Thank you for completing this task on The Richmond Aparthotel, Liverpool

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