

Event Organizer.



Event organizer's job is to ensure everything related to an event is taken care of, from idea conception to programming and day-of logistics. They are the ones who will coordinate with the performers, tenants, and other stakeholders in an event. In the backstage, they will make sure that everything goes as smoothly as possible. They are charged with creating experiences and bringing visions to life.

Character: ECS



Enterprising (Persuader) – occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.



Conventional (Organizer) – occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.



Social (Helper) – occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require

Expertise

- **Active Listening** – giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking** – talking to others to convey information effectively.
- **Attention to Detail** – being careful about detail and thorough in completing work tasks.
- **Adaptability/Flexibility** – being open to change (positive or negative) and to consider able variety in the workplace.

Day-to-Day 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.

Work Setting

- Constant contact with others (face-to-face, by telephone, email, or otherwise)
- Extremely important to work with others in a group or team.
- Extremely important to coordinate or lead others

Knowledge

- **Customer and Personal Service** – knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Communications and Media** – knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- **Administration and Management** – knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Education

- Program Studi Event, Universitas Prasetiya Mulya, Indonesia
- Bachelor of Science (B.Sc.) in Tourism, Receptions and Event Management, University of Florida, USA

Certification

- Lembaga Sertifikasi Profesi MICE (LSP-MICE)
- Certified Special Events Professional (CSEP)
- Certification in Meeting Management (CMM)
- Certified Event Planning Specialist (CEPS)