

MEETING AND CONVENTION PLANNERS

ANNUAL WAGES

ENTRY: \$33,300
MEDIAN: \$48,000
HIGH: \$58,100

HOURLY WAGES

ENTRY: \$20.42
MEDIAN: \$29.89
HIGH: \$34.52

EDUCATION AT ENTRY LEVEL

BACHELOR'S DEGREE

 THE AUSTIN MSA PROJECTS TO NEED OVER **1,578 MEETING AND CONVENTION PLANNERS BY 2031**. WILL YOU BE ONE?

JOB DUTIES

- 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.

YOU WILL THRIVE IN THIS POSITION IF...

- You like activities that include leading, making decisions, and business.
- You like to keep track of how well people and/or groups are doing in order to make improvements.
- You like to manage your time and the time of other people.
- You can add, subtract, multiply, divide and choose the right type of math to solve a problem.



SCAN TO WATCH A VIDEO ABOUT THIS CAREER PATHWAY



Data Sources

SOC: 13-1121

O'Net, JobsEq, 2021

Texas Workforce Commission, 2021

Prepared by Workforce Solutions Capital Area

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HOW TO GET STARTED IN THIS CAREER PATHWAY



Take health, science or biology classes while in school



Conduct an informational interview with someone in this career

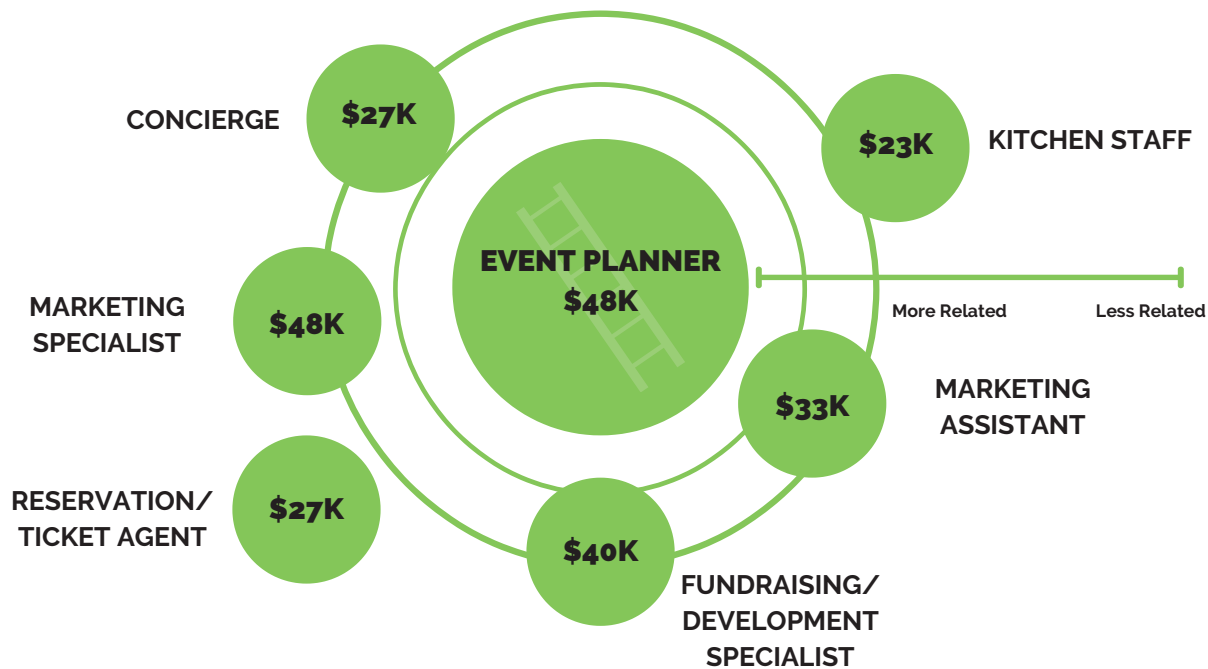


Find a part-time job or internship with a local vet clinic. **Register at workintexas.com**



Complete a personality test or explore more high-demand careers. **Scan the code to get started!**

RELATED JOBS WITH MEDIAN SALARY



WHAT IS SOMETHING NEW YOU LEARNED ABOUT THIS CAREER?
