

# Event Management Specialist



## Event Management Specialist Program Qualified Federal Financial Aid Program

Course	Title	Credits
ACC 139	Budget Management	1
BTE 166	Business Editing Skills	3
BUS 287	Cooperative Education	1
CIS 131	Word Processing I: (Word)	1
CIS 140	Microsoft Outlook	1
CIS 151	PC Spreadsheets I: (Excel)	1
CIS 167	Desktop Publishing	3
CIS 161	Presentation Graphics I: (PowerPoint)	1
CIS 185	Outlook Lab	1
CIS 250	Troubleshooting Technology	1
COM 101	Employment Strategies	1
COM 262	Communicating with Impossible People	1
ENG 113	Business English	3
MAN 104	Managing Workplace Stress	1
MAN 117	Time Management	1
MAN 156	Problem Solving & Decision Making in a Business	3
MAN 205	Event Planning	3
MAN 212	Negotiation and Conflict Resolution	3
MAN 223	Event Management	5
MAN 278	Seminar-First Time Supervisor	1
MAR 160	Customer Service	3
<b>Total Program Credits</b>		<b>39</b>

**Estimated Program Cost** \$3,245.00  
**Estimated Materials Cost** TBD  
**Estimated Completion Time** 9 months

### Event Management Skills

ACC 139	Budget Management	1
CIS 167	Desktop Publishing	3
CIS 250	Troubleshooting Technology	1
MAN 104	Managing Workplace Stress	1
MAN 117	Time Management	1
MAN 156	Problem Solving & Decision Making in a Business	3
MAN 205	Event Planning	3
MAN 212	Negotiation and Conflict Resolution	3
MAN 223	Event Management	5
MAR 160	Customer Service	3
<b>Total Program Credits</b>		<b>24</b>

**Estimated Program Cost** \$2,010.00  
**Estimated Materials Cost** TBD  
**Estimated Completion Time** 5 months

- Learn the business behind the party
- Build a career in the dynamic world of special events
- Capitalize on your organizational and creative skills
- This comprehensive Event Management Program has been designed to answer the requirements of Denver's top event-related professionals and employers
- The events industry is projected to grow 20% faster than average over the next ten years



1250 Welton Street • Denver, CO 80204  
[www.emilygriffith.edu](http://www.emilygriffith.edu)  
 720-423-4700

## Register Today!

By Telephone  
In Person

720-423-4702  
 2nd Floor Registration Desk  
 1250 Welton Street, Denver  
[www.emilygriffith.edu](http://www.emilygriffith.edu)

Online

# Event Management Specialist Job Information

## **PROGRAM DESCRIPTION**

The Event Management Specialist certificate program will build the foundation that will prepare you to enter the vast and emerging event industry. It will include essential event management skills and core business competencies.

Prepare yourself with the business base designed to answer the requirements of Denver's top event-related professionals and employers.

The event industry includes: business and corporate events, cause related and fundraising events, entertainment, leisure & travel, marketing, sporting, government, civic, and social/life cycle, festivals, meetings, conventions, and more.

## **RELATED JOB TITLES**

Event Manager  
Event Coordinator  
Event Planner  
Event Designer  
Event Producer  
Catering Sales Manager  
Catering & Events Administrator  
Communication & Event Coordinator  
Executive Assistant  
Administrative Assistant  
Public Relations Coordinator  
Group Sales/Corporate Events  
Tradeshow & Event Manager

## **TRANSFERABLE JOB SKILLS**

Professional communication skills, verbal, written & listening  
Time and stress management  
Technology troubleshooting  
Problem solving and decision making  
Practiced customer service  
Organizational skills  
MS Office Suite  
Budget comprehension and management  
Negotiation skills  
Business savvy  
Personal characteristics: pleasant professional manner, flexible, focused, organized and resourceful

## **Estimated Salaries**

(Based on Colorado Dept. of Labor Occupational Outlook Handbook)

<b><u>Job Titles</u></b>	<b><u>Hourly Pay</u></b>	<b><u>Annual Salary</u></b>
<i>Event Management Specialist</i>		
Entry Level	\$14.42	\$30,000
Experienced	\$33.65	\$70,000

## **POTENTIAL EMPLOYERS**

Event and concert production companies  
Ticketing and promotion firms  
Hotel, travel & hospitality companies  
Advertising agencies  
Festivals  
Public relations firms  
Corporations  
News media  
Integrated marketing & communication companies  
Event management consultants  
Extreme/sporting events  
Branding & promotion agencies

## **JOBS ONLINE**

Go to the Emily Griffith Opportunity School web site at <http://careers.egos-school.com>  
Select "job links" for a listing of jobs available

## **REGISTRATION**

See an advisor at the 2nd Floor Registration area or call 720-423-4741 to speak with the student advisor for Vocational Education, Mr. Chris Millius or instructor for Event Program, Janice Genova at 720-423-4803

## **FINANCIAL AID**

Available through the Financial Aid Office.  
Call 720-423-4744 for information regarding the types of aid available for this course/program.