Vocational training in Germany (Ausbildung)

Event management specialist (Veranstaltungskaufmann/Veranstaltungsk

Veranstaltungskaufmann / Veranstaltungskauffrau

You design, plan, budget and run conferences, trade fairs, shows and parties: a paid 3-year business training, between office, field and customer contact.

LEVEL	DURATION	GERMAN	PAY DURING TRAINING
Baccalaureate	**3 years**	**B2**	**€1,137 to €1,326**
required	36 months	required level	gross / month, during the training

We are by your side from day one until you arrive in Germany.

GERMANY
+49 (0) 7033 694 18 80

CAMEROON
+237 622 20 81 64

www.campus-allemagne.org

Douala office : Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

View the full sheet online

THE OCCUPATION IN 30 SECONDS

What an event management specialist does

They devise events for a specific audience, set the budget, coordinate providers, make sure it all runs smoothly on the day, then draw up the review and the accounts.

Design

Develop event concepts, draw up running orders and stage plans, define the target audience.

Organise

Prepare quotes, contracts and budgets, coordinate providers, technical staff, security and teams.

Run and evaluate

Ensure the event runs on the day, then review the finances and measure its success.

This occupation is for you if...

- ✓ you enjoy organising, planning and coordinating projects
- ✓ you can negotiate and communicate with varied partners
- ✓ you have a head for figures and budgets
- ✓ you stay calm when a plan changes at the last minute

Less suitable if...

- – you dislike working at a screen and with figures
- – you refuse evenings or trips to trade fairs
- – you dislike juggling several tasks at once

A TYPICAL DAY IN THE WORKSHOP

08:30 **Team briefing** : Review the ongoing events and the day's deadlines with the team.

10:00 **Running order** : Draw up the detailed schedule of a conference: times, speakers and breaks.

11:30 **Quotes and contracts** : Compare providers' quotes and prepare a venue hire contract.

14:00 **Budget calculation** : Work out planned costs and income and track an event's spending.

15:30 **Client meeting** : Present an event concept to a client and adapt the offer to their wishes.

17:00 **Safety and technology** : Check the venue's safety rules and equipment with the technician.

Event design | Running orders and stage plans | Budgeting and cost calculation | Project management | Event marketing | Professional foreign language | Organisation | Negotiating skill | Communication | Rigour | Intercultural openness

THE TRAINING

How the Ausbildung works

In Germany you learn by working: this is the “dual system”. You are an employee of a company and a student at a vocational school (Berufsschule) at the same time.

3 to 4 days a week at the company | **1–2 days school**

Year 1

The basics

- Firm and organisation
- Basic accounting
- The events market

Year 2

Sales and project

- Sales and client offers
- Budget and funding
- Intermediate exam

Year 3

Delivering the event

- Management control
- Running it and review
- Final exam

Exams and qualification

A written intermediate exam (Zwischenprüfung) takes place around the middle of the 2nd year. The final exam before the Chamber of Commerce and Industry (IHK) covers the events economy, event organisation, economics and society, then a case-based discussion. Qualification: IHK certificate.

YOU ARE PAID DURING THE TRAINING

What you need to apply

- ✓ Baccalaureate level is required.
- ✓ The required level is B2. Good technical vocabulary for the trade is a real plus.
- ✓ BERUFENET mentions no particular physical requirement: the work alternates between office screen work and visits to event venues, outdoors or at trade fairs.

Documents to prepare

- ✓ CV and cover letter in German
- ✓ Translated baccalaureate diplomas and transcripts
- ✓ German B2 level certificate

AFTER THE TRAINING

Where it can lead

STRAIGHT AWAY

Qualified business clerk

Work in an events agency, a trade fair company, a hotel or a public culture office.

WITH EXPERIENCE

Event project manager

Run events from start to finish, from concept to budget, with partners.

LONGER TERM

Veranstaltungsfachwirt or studies

Take the Veranstaltungsfachwirt, study event management or found your own agency.

YOUR PATHWAY WITH CAMPUS GERMANY

We are by your side from day one until you arrive in Germany

1

CHECK MY ELIGIBILITY

Take the test online or at the office

The eligibility test is done online on our website, or by visiting our Douala office directly.

2

TALK TO AN ADVISOR

Talk to our team

Germany: **+49 (0) 7033 694 18 80**
Cameroon: **+237 622 20 81 64**

3

PREPARE YOUR GERMAN

DZK, our language centre

Deutschzentrum KAGEDEV (DZK) is our own language centre in Douala. Outside Douala: partner language centres, call us to find the nearest one.

4

GET THE CONTRACT

AZUFA is always us

AZUFA is our platform: it connects you with German companies that recruit apprentices and follows your application through to the training contract.

Douala office

Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

From German A1 to the first day of training in Germany

Each step is run by one of our structures. You keep the same contact from start to finish.

1 — **Check my eligibility**
The test is done online on our website or at our Douala office.
RUN BY CAMPUS GERMANY

2 — **Talk to an advisor**
Review your profile, your wishes and the chosen occupation.
RUN BY CAMPUS GERMANY

3 — **Learn German, from A1 to B2**
Courses adapted to your starting level, up to the required B2 level. In Douala at our own language centre; elsewhere, with our partner centres.
RUN BY DZK

4 — **Prepare the application file**
CV and cover letter in German, translated baccalaureate diplomas and transcripts, B2 level certificate.
RUN BY CAMPUS GERMANY

5 — **Find the company and sign the training contract**
We connect you with German companies that recruit apprentices, and follow your application through to the contract.
RUN BY AZUFA

6 — **Prepare the visa and paperwork**
Support to gather the documents and complete the administrative steps.
RUN BY CAMPUS GERMANY

7 — **Prepare your departure and settling in**
Travel, housing and first steps in Germany: we prepare you before you leave.
RUN BY KAGEDEV E.V.

8 — **First day of training in Germany**
You arrive prepared and supported, with a team that has known you since day one.
RUN BY AZUFA

Contact us

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