

## ABSTRACT

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### MANAGEMENT EVENT ACTIVITIES AT PT. NDN MEDIA INDONESIA

*Practicing carrying out professional work at PT. NDN Media Indonesia as Asst. Project Officer, in the field of event management, under the direct supervision and guidance of the project officer. In addition to event management, practitioners can apply organizational communication where there is a process of creating and exchanging messages in a network of relationships that depend on each other in the organization to coordinate carrying out and handling a job. The main job that the practitioner does as an assistants project officer is responsible for planning events, attending and managing events, production of events, as well as conducting work evaluations and making activity reports for clients and companies. Practitioners gain knowledge regarding the work process of project officers in companies in the service sector that have many clients. Practitioners get more professional learning and experience by dealing directly with several clients in carrying out an activity. Professional work experience as an assistant. project officers at service companies provide an overview of the role of the event organizer in creating and carrying out an activity starting from planning, events, to the final report. In addition, professional work experience provides an opportunity for practitioners to add to relationships in the world of work and to increase the link between theory and actual work practice, especially event management theory.*

**Keywords:** Project Officer, Event Management, Planning, Event Organizer, Organizational Communication