**Convention and Event Manager**

**Job Summary:**

The Meeting, Convention, and Event Planner will assess and conceptualize clients’ needs and desires for a variety of meetings, conventions, and events, and make all arrangements necessary to execute the clients desired vision and goal.

**Supervisory Responsibilities:**

Hires, trains, manages, and schedules event volunteers and support staff.

**Duties/Responsibilities:**

Consults with clients to assess and understand their needs for the event; areas of discussion and consultation include staffing, meeting rooms, convention halls, ballrooms, hospitality suites, hotel rooms, catering, signage, programs, music, security, display areas, and other specialized requirements.

Compiles a list of prospective event locations; visits locations with clients and provides guidance on the final selection.

Compiles price lists and negotiates contracts for services, dates, times, and spaces.

Consults with clients and coordinates with staff to plan and develop event schedule, topics, and featured speakers.

Ensures that events meet legal, safety, and health requirements and regulations; obtains necessary permits from fire and health departments.

Coordinates transportation for guests, attendees, speakers, or other parties.

Coordinates registration process for event participants.

Manages all administrative duties and details associated with the event including financial operations, distribution of promotional materials, and responding to inquiries.

Develops and maintains current lists of available venues and services, and pricing options.

Maintains current knowledge of event planning standards and trends by attending seminars, consulting with other professionals, and reading trade publications.

Performs other related duties as assigned.

**Required Skills/Abilities:**

Excellent verbal and written communication skills.

Excellent interpersonal and customer service skills.

Excellent organizational skills and meticulous attention to detail.

Excellent time management skills with a proven ability to meet deadlines.

Creative and effective problem-solving skills.

Ability to prioritize tasks and to delegate them when appropriate.

Ability to respond to problems and to assist clients with a calm, courteous, and helpful manner and attitude.

Thorough understanding of legal regulations and permits required for events.

Proficient with Microsoft Office Suite or related software.

**Education and Experience:**

Bachelors degree in Hospitality, Meeting, and Event Planning or related field required.

At least two years of experience in customer service, retail, event planning, or a related field.

Physical Requirements:

Must be able to stand and walk for long periods of time during events.

Must be able to lift up to 25 pounds at times.

Must be able to work a variety of hours in order to accommodate even