



## **Terms and Conditions for Job Descriptions**

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# [COMPANY NAME] JOB DESCRIPTION

**Position:** Meeting and Convention  
Managers

**Job Description:**

Coordinate activities of staff and convention personnel to make arrangements for group meetings and conventions.

**Job Tasks:**

- Arrange the availability of audio-visual equipment, transportation, displays, and other event needs.
- Confer with staff at a chosen event site in order to coordinate details.
- Consult with customers in order to determine objectives and requirements for events such as meetings, conferences, and conventions.
- Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.
- Direct administrative details such as financial operations, dissemination of promotional materials, and responses to inquiries.
- Evaluate and select providers of services according to customer requirements.
- Hire, train, and supervise volunteers and support staff required for events.
- Inspect event facilities in order to ensure that they conform to customer requirements.
- Meet with sponsors and organizing committees in order to plan scope and format of events, to establish and monitor budgets, and to review administrative procedures and event progress.
- Monitor event activities in order to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise.
- Negotiate contracts with such service providers and suppliers as hotels, convention centers, and speakers.
- Organize registration of event participants.
- Plan and develop programs, agendas, budgets, and services according to customer requirements.
- Conduct post-event evaluations in order to determine how future events could be improved.
- Design and implement efforts to publicize events and promote sponsorships.
- Develop event topics and choose featured speakers.

- Maintain records of event aspects, including financial details.
- Obtain permits from fire and health departments to erect displays and exhibits and serve food at events.
- Promote conference, convention and trades show services by performing tasks such as meeting with professional and trade associations, and producing brochures and other publications.
- Read trade publications, attend seminars, and consult with other meeting professionals in order to keep abreast of meeting management standards and trends.
- Review event bills for accuracy, and approve payment.

### **Required Knowledge:**

- **Administration and Management** -- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Customer and Personal Service** -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **English Language** -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

### **Required Skills:**

- **Coordination** -- Adjusting actions in relation to others' actions.
- **Speaking** -- Talking to others to convey information effectively.
- **Management of Personnel Resources** -- Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Active Listening** -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Time Management** -- Managing one's own time and the time of others.
- **Monitoring** -- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Service Orientation** -- Actively looking for ways to help people.

- **Social Perceptiveness** -- Being aware of others' reactions and understanding why they react as they do.
- **Management of Material Resources** -- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Judgment and Decision Making** -- Considering the relative costs and benefits of potential actions to choose the most appropriate one.

### **Abilities Required:**

- **Oral Expression** -- The ability to communicate information and ideas in speaking so others will understand.
- **Oral Comprehension** -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Written Comprehension** -- The ability to read and understand information and ideas presented in writing.
- **Speech Clarity** -- The ability to speak clearly so others can understand you.
- **Speech Recognition** -- The ability to identify and understand the speech of another person.
- **Information Ordering** -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Problem Sensitivity** -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Written Expression** -- The ability to communicate information and ideas in writing so others will understand.

### **Job Activities:**

- **Organizing, Planning, and Prioritizing Work** -- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Coordinating the Work and Activities of Others** -- Getting members of a group to work together to accomplish tasks.
- **Scheduling Work and Activities** -- Scheduling events, programs, and activities, as well as the work of others.
- **Establishing and Maintaining Interpersonal Relationships** -- Developing constructive and cooperative working relationships with others, and maintaining them over time.

- **Communicating with Persons Outside Organization** -- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or email.
- **Communicating with Supervisors, Peers, or Subordinates** -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Making Decisions and Solving Problems** -- Analyzing information and evaluating results to choose the best solution and solve problems.
- **Monitoring and Controlling Resources** -- Monitoring and controlling resources and overseeing the spending of money.
- **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Performing Administrative Activities** -- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

I \_\_\_\_\_ acknowledge that I have read and understood this job description for the position of Meeting and Convention Manager.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Date: \_\_\_\_\_