

# M&P OCCUPATIONAL GUIDELINE

## **JOB FAMILY: CONFERENCES, ACCOMMODATION, CEREMONIES & EVENTS Level A, Pay Grade 5**

<b>LEVEL DEFINITION</b>	This level covers positions responsible for managing the delivery of conference, accommodation, ceremonies or events services.
<b>TYPICAL RESPONSIBILITIES</b>	May include: evaluating needs and providing consultation service to clients; making recommendations on accommodations, facilities; developing conference, accommodations, ceremonies and event plans; determining suppliers and negotiating rates with suppliers; developing budgets, controlling accommodation booking revenues, and participating in the marketing of events.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding direct delivery of conference, accommodation, ceremonies and events plans and the contracting of services and hospitality services. Work is reviewed in terms of conformance to departmental and service industry standards.
<b>SUPERVISION RECEIVED</b>	Works under direction within established guidelines but is expected to resolve problems using initiative and judgment.
<b>SUPERVISION EXERCISED</b>	May manage staff and be responsible for hire, evaluation, discipline and termination.
<b>MINIMUM QUALIFICATIONS</b>	Two year diploma in Hotel Management, Hospitality, Tourism, or Event Management. Minimum two years of related experience, or an equivalent combination of education and experience.