

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: CONFERENCES, ACCOMMODATION, CEREMONIES & EVENTS Level B, Pay Grade 6

LEVEL DEFINITION	This level covers positions responsible for soliciting sales for accommodation or managing the presentation of ceremonies, events and performances.
TYPICAL RESPONSIBILITIES	May include: soliciting, developing and closing group accommodation bookings; developing proposals to meet client needs; assisting in the development of strategies to meet sales goals; preparing and delivering sales presentations; negotiating contracts with service providers; managing front desk accommodation and booking services; resolving client concerns and disputes; managing presentation of ceremonies, events and performances; and liaising with communications consultants and contract publicists.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding conference proposals, assignment of accommodation, and presentation of ceremonies, events and performances. Work is reviewed in terms of achievement of defined objectives and overall service level.
SUPERVISION RECEIVED	Works independently under minimal direction within constraints of policies and guidelines.
SUPERVISION EXERCISED	Manages staff and is responsible for hire, evaluation, discipline and termination.
MINIMUM QUALIFICATIONS	Two year diploma in Hotel Management, Hospitality, Tourism, or Event Management. Minimum of three years of related experience, or the equivalent combination of education and experience.