

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: CONFERENCES, ACCOMMODATION, CEREMONIES & EVENTS Level C, Pay Grade 9

LEVEL DEFINITION	This level covers positions responsible for providing full conference management services or developing complex plans for university wide ceremonies, events and performances.
TYPICAL RESPONSIBILITIES	May include: developing conference proposals and contracts; determining fees and charges for management services; developing and managing conference budgets; managing registration services; preparing financial reports; and managing the production and distribution of print and electronic publications; developing and executing plans for high profile university wide ceremonies, events and performances; managing complex schedules of multiple simultaneous events; and providing consultation and advice to senior university officials on matters of protocol.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding conference proposals, fees, and the presentation of events, ceremonies and performances. Work is reviewed in terms of financial accountability, quality of service provided and general soundness of business practice.
SUPERVISION RECEIVED	Works autonomously with the scope of approved plans and budgets.
SUPERVISION EXERCISED	Manages staff directly and may manage staff indirectly through subordinates.
MINIMUM QUALIFICATIONS	Two year diploma in Hotel Management, Hospitality, Tourism, or Event Management. Minimum of four years of related experience, or the equivalent combination of education and experience.