

CONFERENCES & CONVENTIONS COORDINATOR

REPORTS TO: Senior Vice President—MSI

CLASSIFICATION: TBD

FUNCTION: Coordinate conferences and conventions for OMG clients, while working with members and other staff to ensure success. Perform a wide variety of meeting planning tasks requiring mature judgment, confidentiality, and ability to work with little supervision.

DUTIES AND RESPONSIBILITIES:

1. Coordinate conferences and conventions as assigned, assuring that they meet budget and qualitative goals, are marketed in a timely manner, organized properly, logistically successful, creative, and are in line with the needs and wants of the various clients membership.
2. Negotiate and coordinate relationships with myriad hotel properties and vendors.
3. Build positive relationships with client associations.
4. Develop marketing materials in conjunction with creative staff and volunteers.
5. Raise required sponsorship dollars by generating leads and making the sales.
6. Extensive telephone time - taking and screening calls, reacting to a variety of requests, information collection, and coordinating meeting schedules.
7. Assist in developing new business for OMG and MSI.
8. Other duties as assigned.

SKILLS AND QUALIFICATIONS REQUIRED: Minimum of three years meeting planning experience, CMP preferred. Must have experience in the following areas:

1. Planning large conferences (700 – 1200 attendees)
2. Planning tradeshow with 50-100 exhibitors
3. Negotiating hotel and vendor contracts
4. Managing hotel room blocks
5. Working with planning committee to develop multiple-day schedules with numerous events and concurrent sessions
6. Working with outside suppliers
7. Managing all facets of registrations: creation, ecommerce, processing, reporting, on-site logistics

Must have experience developing and adhering to budgets, strong organizational skills, strong communication and proofreading skills, attention to detail, and the ability to work under pressure while dealing with simultaneous projects. Word processing, spreadsheet, and database skills are essential. Must have a take-charge attitude, while maintaining good judgment, tact, and initiative. Must be able to work effectively with volunteers and many different personality types. Must maintain a professional appearance and positive attitude. Job requires out-of-town travel.