

CONFERENCE CENTER MANAGER

Definition

Under general direction of the Public Facilities Director, to manage, promote, coordinate and supervise the operations and support activities of the Monterey Conference Center; to schedule, arrange, and service conferences and events; and to do related work as required.

Examples of Duties

Plans, organizes and directs the operation of the Conference Center; formulates programs to maximize the use, occupancy, and net revenues of the Conference Center; manages the day to day operations of the Conference Center and resolves problems arising in connection with operational plans and schedules; supervises work of subordinate employees in event preparation and management, building and grounds maintenance, audio/visual and stage production; works with civic groups, the local visitor industry and the Chamber of Commerce in promoting and coordinating the use of the Conference Center; represents the Conference Center locally and at out of town trade shows and professional meetings to promote Conference Center use; meets with facility users to determine equipment, personnel, and other services required; prepares work and event requirement plans and directs the operations and custodial staff to carry out the plans; coordinates outside service needs with food and beverage concessionaires, security and custodial personnel, and other services as required; reviews event manifest and confirms that all services and necessary preparations are in order; supervises events and acts as liaison between facility user and the City; maintains records; administers fee payment; negotiates and administers the user contracts; revises and recommends changes in procedures and operational policies; prepares financial and activity reports; prepares the annual operational budget, rental contracts, and reports and correspondence; maintains effective relations with representatives of local and user groups; may act for the Director as assigned. Must be available for evening and weekend work as required.

Employment Standards

Education and Experience

Sufficient training and experience to demonstrate possession of the knowledge and abilities listed below. The experience might be expected to have included five years of increasingly responsible experience in the coordinating, servicing and managing of a major visitor facility.

Knowledge and Abilities

Knowledge of: The full range of activities involved in serving large meetings and in managing a visitor facility; various group requirements, including a variety of meeting room setups, audio/visual services, other internal building services and related off-premises services; knowledge of marketing techniques and procedures for visitor facilities.

Ability to: Service local community cultural events; implement all user arrangements; direct a staff of employees and on occasion, to personally and directly handle necessary work functions; prepare necessary correspondence, reports, memoranda, operating agreements and arrangements, and budget projections; plan, direct, and evaluate the work of subordinates; anticipate and effectively deal with a large number of details connected with the daily operation and activities of a large public use facility; establish and maintain effective working relationships.

License Required

Must have a valid California Driver's License.