

# CONFERENCE AND EVENT SERVICES MANAGER

## DEFINITION

Under direction, responsible for determining potential client space rental and service needs, negotiating space rental/service contracts with potential clients and coordinating staff to comply with such contractual commitments; and performs related duties as required.

## EXAMPLES OF DUTIES

Under applicable laws, regulations policies and procedures, schedules and maintains event calendar; in consultation with Manager or Assistant Manager, negotiates client contracts for space rental and service needs; provides detailed specifications on event requirements to appropriate staff; determines from show promoters/agents specific service and equipment needs, timetables, and other related needs; develops and draws event floor plans; directs clerical staff in preparation of contracts and maintenance of event folders; prepares monthly events announcement including layout, copy and distribution; reviews client invoicing for accuracy prior to distribution to clients; administers ice rental program for two ice sheets including ice time scheduling, supervision of related file and record maintenance; prepares reports including the annual building usage report.

## EMPLOYMENT STANDARDS

Education and Experience: High school graduation and three years experience with a multipurpose public assembly facility as an events coordinator or convention/meeting expeditor.

Knowledges and Abilities: Considerable knowledge of the procedure and principles for effective events coordination of a multipurpose public assembly facility including the requirements involved with convention, trade show and other events; excellent public contact abilities; ability to communicate effectively orally and in writing; ability to work well with other managers and staff in a coordinative and assistive role.

Special Requirements: Must be available to work evenings, weekends and holidays as Alliant Energy Center event programming dictates.