

**Conference Center Director**

Full Time

**RESPONSIBILITIES:**

Under the policy and direction of the ShelbyKY Tourism President | CEO, serves as a Director for all Shelbyville Conference & Welcome Center activities, including but not limited to facilitating meetings, conventions, and other public and private events. The Conference Center Director is responsible for all aspects of facility operations including booking, contract preparation, collecting payments and permits, pre-and post-event inspections, inventory control, final billing, financial reporting, and the use of technology. This includes the supervision and coordination of assigned staff, oversight of all procedures, and troubleshooting problems. The director ensures each event operates smoothly and resolves any issues that arise prior to and during the course of the event.

**GENERAL DUTIES**

Oversees the operation under the ShelbyKY Tourism President | CEO of the Shelbyville Conference & Welcome Center, Stargazer Plaza and Shelbyville Trolley; insures policies and procedures are followed; greets the public and works with parties interested in utilizing the facility; provides information on services and spaces available; assists sale coordinator with tours to showcase the facility; and promotes the conference center when appropriate.

Duties Applicable but not limited to:

* Meets with prospective and actual clients regarding all aspects of the Shelbyville Conference & Welcome Center. Provides packets of information as needed.
* Reviews contracts and reviews fees and other requirements with clients.
* Coordinates with clients and collects deposits, insurance certificates, health and/or alcohol permits, signed contracts and payment for charges incurred.
* Meets with clients and conducts pre-event and post-event inspections.
* Assesses any additional costs (cleaning, photo-copying, etc.), invoices the client, and maintains payments.
* Coordinates with the Maintenance and Janitorial staff regarding facility needs for general maintenance and booked events. The Conference Center Director role is to insure a clean, safe and well-organized facility which will require the director to perform routine cleanup duties from time to time.
* Oversees all required facilities, room set up, equipment and technical support. This includes assisting guests and insuring the event runs smoothly. Helps with set up, supervises decoration to insure compliance with Center policies, and processes orders.
* Offer planning tips to improve event logistics for all clients.
* Lift up to 60 pounds; climb ladders to access materials, decorate facility for seasonal promotions, set up equipment such as tables, chairs, etc.
* Work flexible hours as needed (often requiring nights and weekends, and possibly holidays).
* Meets with potential caterers and vendors to review facility requirements, completes all training, and gather required documents prior to facility use.
* Maintains a current list of local caterers for the Shelbyville Conference & Welcome Center who have been preapproved to use all kitchen facilities.
* Works with Communication Coordinator to help market and promote the facility through the use of social media including but not limited to Facebook, Twitter, ShelbyKY website, and through the development of appropriate printed materials.
* Assists CEO and facility by working with hotels, attractions and community organizations.
* Assists with the development of the conference center budget, maintains accounts receivable balances, tracks deposits and expenditures and files financial reports as required.
* Confers with President | CEO providing information for administration to make decisions about Conference Center operations, including offering recommendations for improvement as needed.

**EDUCATION / EXPERIENCE REQUIRED:**Bachelor’s degree preferred in Hospitality or Marketing, Business or related field.

**SKILLS NECESSARY FOR JOB**

* Experience with conference center or event management are required.
* Prior experience with large scale event planning, such as wedding/party planning, and/or convention services, is highly desired.
* Experience in filing, records, data management and invoicing.
* Experience with website management, analytics and reporting, social media strategy and analytics highly desired.
* Strong interpersonal skills and ability to work collaboratively with organizations and local government officials.
* Excellent interpersonal, communication and presentation skills.
* Ability to direct, train, and motivate a small team of employees.
* Ability to work flexible hours.

All of the foregoing duties shall be performed to the satisfaction of the President | CEO in conformity with all laws, rules and regulations applicable to the Tourism Commission and Board of Directors.

**EXPECTED HOURS OF WORK**

* Monday-Friday, flexible hours
* Additional after hours and weekend hours as required
* Weekend and after hours required.

**SALARY**

* $40,000 - $47,000 annual salary,FLSA Status: Exempt
* Additional benefits

**TO APPLY:**

**Email resume and cover letter to** [tourismshelbyky@gmail.com](mailto:tourismshelbyky@gmail.com). Deadline to apply is January 15, 2022.

**CONFLICT OF INTEREST STATEMENT**

Commissioners and employees of the Bureau may not have any interest, direct or indirect, in any contract or transaction with the Bureau unless the conflict of interest is disclosed to the Chairman of the Board and/or the Board of Directors.