

Greater Palm Springs Convention & Visitors Bureau

JOB POST

Position Title: Senior Manager
Department: Destination Services

SUMMARY:

The Senior Manager is responsible for planning, executing and servicing sales programs and events including client events, trade shows, familiarity tours (FAMs), sales programs and CVB hosted events and programs. Oversees budget coordination, post event analysis and reporting for programs and events. The individual must have an expertise related to destination attributes and stakeholder assets to represent the destination as a "local expert". The person must be organized, detailed, professional, and self-motivated.

SECTION I

ESSENTIAL DUTIES, RESPONSIBILITIES, and QUALIFICATIONS:

- Planning and execution of assigned client events, trade shows, sales programs, conference sponsorships and CVB events on behalf of Convention Sales, Travel Industry Sales, Communications and Administration Departments.
- Oversees the assignment, coordination, execution and follow-up of the events for the Destination Services Managers.
- Oversees the Amenity Program and provides guidance and direction with the sourcing, ordering and inventorying of client gifts and promotional items.
- Works closely with the Brand Department to ensure brand and messaging are consistent with overall CVB marketing initiatives.
- Assists department leadership with training and guidance of the team members relative to event planning and execution.
- Individual must be organized, have strong communication skills and understand the goals and objectives of the event being planned.
- Exhibit creativity and innovation when planning projects and programs so as to maximize impact and ROI using established budgets as a guideline.
- Prepares and finalizes billing, event wrap-up and reporting.
- Works with department leadership to source and secure training sessions on department recommended topics.
- Ability to plan ahead, manage workflow and meet deadlines.
- Self-initiates cross-training to ensure all department functions can be adequately performed.
- As requested by management, assist with destination services fulfillment as well as client site experiences.
- Travel as needed to major trade show and client events.
- Attends community events as a representative of the CVB.

Perform related duties as assigned. Employee must be flexible to changing policies and procedures as well as varying deadlines.

GENERAL QUALIFICATIONS

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's degree in hospitality or hotel management, or related field
- 3 years hospitality industry experience, preferably in sales and/or services
- Requires valid driver license

NOTE: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. These statements are not intended to be construed as a complete list of all responsibilities, duties and skills required.*

APPLICATION PROCESS:

Please submit your cover letter and resume to HR@gpscvb.com