



Job Description

Position: Conventions Servicing Manager Exempt Position
Reports to: Director of Conventions

ABOUT EXPERIENCE BRYAN COLLEGE STATION:

Experience Bryan College Station (EBCS), a 501c(6) non-profit, is a destination marketing organization whose mission is to promote economic growth through the marketing of the Bryan College Station Community as a premier destination experience. EBCS focuses on the meetings, conventions, and leisure travel segments.

POSITION SUMMARY:

The Conventions Servicing Manager will join a passionate team led by the Director of Conventions. The primary goal of the department is to encourage hotel room stays by attendees through the events recruited. This position is responsible for ensuring a high-quality experience for each event through the planning of customized services and logistics.

MAJOR JOB FUNCTIONS:

- **Provide customized services to events** through relationship building and understanding the specific needs of meeting planners. This includes attending FAM Tours, site visits, regular correspondence, and attending event planning meetings for events hosted in Bryan College Station.
- **Plan, execute, and foster growth in annual EBCS events** with a focus on meeting planners by strategizing and implementing innovative ideas to encourage participation.
- **Manage and rebook** annually recurring meetings and conventions by securing hotel room blocks and providing services.
- **Understand and maintain partnerships** to serve as a knowledge base for meeting planners and act as a community liaison for EBCS.
- **Work collaboratively** with the Conventions Sales Manager, Conventions Senior Sales Manager, and Director of Conventions to provide all services and a high-quality experience for each event.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Hospitality Management, Business Administration, Marketing, Event Management, or closely related field.
- One to two (1-2) years of event management experience.
- Proficient in Microsoft Office Software (Office, Word, Excel, PowerPoint, and Outlook).

REQUIREMENTS:

- Ability to work nights and weekends, as needed.
- Travel approximately <10%

BENEFITS:

- Health, Dental, and Vision Insurance
- Vacation and Sick Paid Time Off
- Incentive Plan
- 401(k)
- Flex Schedule

APPLICATION PROCESS:

Interested applicants should send their resume and cover letter to Sophie Curtis, Director of Conventions, at sophie@experiencebcs.com. For additional questions, please call (979) 260-9898.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed in this position and is not all-inclusive of every job function. Position may be required to perform position-related tasks other than those specifically listed in this description.