



Opening Date: 8/17/2018
Closing Date: Open Until Filled

Vacancy Announcement #66-18 Convention Management Assistant

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION

The Convention Management Department Assistant provides a full range of administrative and operations support for the Convention Management Division, and performs varied, responsible, and confidential work for the Director, Convention Management. Additionally, the Convention Management Assistant supports Event Managers in preparing for conventions, tradeshow, meetings and special events at the Walter E. Washington Convention Center and the Carnegie Library at Mount Vernon Square; may serve as the Event Manager for small-scale events and in-house functions; provides logistical support to other event- and operations- related departments; assists with special projects; and interfaces with customers. The work requires a high degree of accuracy, attention to detail, and knowledge of Events DC's operations in the Convention Center and Carnegie Library. The Convention Management Assistant has latitude for exercising independent judgment. Work is performed under the general supervision of the Director, Convention Services.

EXAMPLES OF WORK ASSIGNED

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment.

- Serves as Division's department assistant and provides a wide range of administrative services, such as monitoring and ordering supplies, maintaining the Director's files, and managing the Division's general filing system.

- Works with Director and Deputy Director to establish and manage the Division's budget. Processes all invoices, requisitions and expense and travel reports.
- Manages several independent projects (e.g., coordinate parking and loading dock requests, arrange for the Hospitality Show Cart with Sales Managers).
- Prepares daily event reports, event resumes, event calendars, division weekend staffing schedule, division monthly work schedule and other event communication documents as assigned by the Director.
- Using computer-aided design software (e.g., AutoCAD; QuickCAD, Social tables and Cnet), prepares meeting room diagrams and floorplans.
- As assigned by the Director, serves as event coordinator for in-house functions/events (i.e. Staffapalooza, Yearly Service Awards, HR Meetings, In-house staff events, HR Training room, etc.).
- Coordinate with event services staff, venue service partners and client suppliers, and acts as primary point of contact for in-house clients. Ensures that customer expectations are managed effectively.
- Assists with the scheduling and management of client site inspections, planning meetings, pre-event set-up and breakdown, and other client services.
- Answers and screens incoming telephone calls and takes messages for Event Management team.
- Open, sorts, and prioritizes incoming correspondence for the Director.
- Maintains Director's calendar and monitors appointments, through daily review, prioritizing and arranging meetings, conferences and appointments.
- Plans and arranges conferences or meetings under general instruction from the Director.
- Responsible for maintaining Event Client Filing System to include Iron Mountain. Composes correspondence for review and signature.
- Performs other related tasks and duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of Microsoft Office Suite, particularly Excel.
- Ability to express ideas and convey information effectively, both orally and in writing. Understanding of proper grammar/usage and good proofreading and editing skills.
- Ability to be detail-oriented, well organized, and a reliable team player.
- Ability to work effectively with all levels of staff.
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.

CORE COMPETENCIES (ADMINISTRATIVE)

- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Attention to Detail
- Planning and Organizing
- Initiative

ADA ESSENTIAL FUNCTIONS

- Ability to stand for a sustained period of time.
- Ability to walk extended distances and climb and descend stairs to access the interior and environs of hospitality venues, including those owned, operated or managed by Events DC.
- Ability to converse orally and to use standard telephones, two-way radios, or mobile devices to receive and communicate information.

MINIMUM QUALIFICATIONS

- High School Diploma AND
- Four (4) years of progressively responsible experience as a Secretary or Administrative Assistant.
- 2 years of Event Planning/Meeting Planning experience.
- Proficiency in Microsoft Office Suite, diagram software (QuickCAD/AutoCAD/Social tables/Meeting Matrix or other event hospitality software system).

DESIRABLE QUALIFICATIONS

- Bachelor's degree from an accredited college or university with coursework in business.
- Demonstrated experience with budget monitoring.
- Experience in the hospitality or conventions and meetings industry.

REQUIREMENT

- All positions require candidates to successfully complete our background screening process

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.