



Example of Conference Manager Job Description

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Our innovative and growing company is looking for a conference manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for conference manager

- Lead and coordinate all aspects of conferences, meetings, tradeshow and other events for multiple clients, including pre-planning, on-site execution and post-event wrap-up
- For convention event management, oversee floorplan management, management of general service contractors, security, EAC management, exhibitor service kit development, database management, development of exhibitor prospectus, virtual trade shows, VIP management, event and year-round sponsorship management and booth display rules
- Manage, coach, mentor and motivate teams internal/external clients
- Oversee financial management responsibilities, including budget creation, monitoring revenue/expense performance and reviewing staff time against fees
- Manage project plans and ensure consistent communication with clients regarding show updates, project milestones and deliverables
- Take accountability to review and ensure adherence to all project documents, contracts and agreements
- Conduct monthly one-on-one meetings annual performance reviews for direct reports
- Provides client with all necessary information and details regarding their visits (audio visual, set up, food & beverage, information brochures)
- Financial management including food and labor cost control analysis
- Assisting in the daily management of the on-site dining café, deli & catering

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- Manages, coaches and leads a highly effective team to drive continued development
 - Establishes team workflow and responsibilities
 - Manages vendors to ensure quality service standards are met, including quarterly business reviews, developing new contracts and managing existing contracts with support from Strategic Sourcing
 - Backfills, as needed, the event planning role
 - Sets up confidential meetings
 - Troubleshoots through difficult situations to get the job done