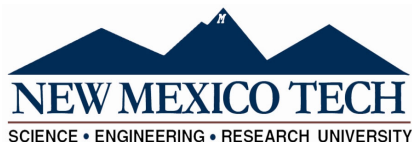


Posted: February 27, 2023



POSITION ANNOUNCEMENT

TITLE: ASSISTANT DIRECTOR OF HOSPITALITY & EVENTS **DEPT:** MACEY CENTER

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$42,000-\$47,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: March 7, 2023* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Under the direction of the Director of Conference Services and Events, the Assistant Director of Hospitality and Event Services will manage the execution of multiple events hosted in 2 facilities with heavy emphasis on unique hospitality engagements and conference service functions.

JOB FUNCTIONS:

Event Coordination & Management 50%

- Serve as a primary contact for events, meetings, and conferences hosted in facility spaces to include wedding rehearsal dinners, wedding receptions, and corporate meeting/hospitality functions
- Coordinate, arrange, and support all stages of event planning and execution.
- Develop and oversee preparation of proposals, contracts, event diagrams, and printed/published event materials.
- Advise clients on event set-ups, menus, parking, budget, timelines, and other event logistics.
- Assist with the operation of the university's umbrella liquor license, including compliance, inventory management and sales.

Event Fiscal Management 20%

- Work closely with Assistant Director for Event Operations on the planning, development, and execution of detailed annual budgets in support of hosted events.
- Create estimates and invoices for clients and ensure all associated costs are invoiced in full and collected and then distributed into appropriate accounts.

Contract & Vendor Relations 15%

- Establish and maintain collaborative relationships with University and non-University vendors while making negotiations and arrangements both in planning and as an onsite liaison during events.
- Provide exceptional customer service as a resource and guide for new and returning clients to ensure the overall success of each event.

Event & Staff Supervision 10%

- Independently operate and carry out assigned responsibilities while working with the Assistant Director for Event Operations, and the Director of Conference Services Events in overseeing and contributing to the efficient operation of the facilities.
- Schedule and supervise conference coordinator personnel and student staff.

Other duties as assigned by Director of Conference & Event Services

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Must have 3-5 years of supervisory experience. Must have 3-5 years of conference, special event, event management or catering experience. Must have or be able to obtain a New Mexico's Server Certification. Must be familiar with presentation software, hardware and video streaming. Knowledge of crowd management, safety/security procedures, and disability accommodation services. NM Driver's License.

DESIRED QUALIFICATIONS:

Bachelor's Degree in Hospitality Management, Business Administration or Event Operations.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	F
50 - 100 pounds	F
100 + pounds	O

PHYSICAL DEMANDS:

Standing 25%	Sitting 10%	Walking 25%	Pulling 5%
Pushing 10%	Lifting 10%	Stooping	Kneeling
Crawling	Climbing 5%	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu