STAFF OPENING

Title: Meeting Planner/Senior Meeting Planner

Department: Conferences

Reports To: Senior Director, Conferences

SUMMARY
Provides administrative and on-site management of ICI, ICI Global and IDC conferences, meetings and events; develops budgets and financial projections for conferences, meetings and events; researches sites and negotiates contracts for conferences, meetings and events; manages all logistical elements of ICI, ICI Global and IDC conferences, meetings and events

MAJOR DUTIES & RESPONSIBILITIES
• Researches sites and reviews, negotiates, and finalizes contracts for conferences, meetings and events
• Develops conference and meeting budgets and financial projections/analysis for conferences, meetings and events. Monitors these budgets and is responsible for adherence to each
• Coordinates all aspects of individual conferences and meetings, including conference promotion, VIP guest rooms, catering requirements, audio-visual needs, meeting room set-up, and post-conference evaluation

REQUIREMENTS
• Demonstrated proficiency in the development of conference and meeting budgets as well as proven ability to analyze financial projections for event
• Demonstrated proficiency in site selection processes and hotel contract negotiations
• Strong food and beverage planning, and meeting management skills
• Some understanding and experience with trade show exhibit halls and the coordination and management of an exhibits program
• Strong customer service skills and ability to work well with various constituencies including Institute and ICI Global members, non-members, and staff, as well as exhibitors and vendors
• Ability to multi-task and prioritize projects; ability to respond to shifting priorities
• Strong written and verbal communication skills; ability to build consensus
• Demonstrated ability to work as team player and share expertise
• Demonstrated ability in using excellent judgment skills
• Demonstrated ability to build and maintain effective relationships
• Excellent project management and organizational skills
• Must be flexible and able to travel both domestically and internationally
EDUCATION & EXPERIENCE

- Bachelors degree and at least 3-5 years of related experience in meetings management or an equivalent combination of related education and experience.
- Minimum 3 years experience in hotel contract negotiations for full-scale conferences (i.e. multi-day events with attendance ranging from 200 people to 1000 people)
- Minimum 3 years experience in development and administration of meeting and conference budgets
- Meeting database experience

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.