

**OFFICE OF THE MAYOR**  
**CONFERENCE SERVICES MANAGER**  
**JOB NUMBER: 12078**

**JOB DESCRIPTION:** Under the direction of the Deputy Director, the Conference Services Manager is responsible for supervising staff and performing administrative and operational duties to support the vision of the administration and conference guests. Additional duties include, but not limited to:

- Supervising house staff and external vendors for events
- Coordinating with Mayor's Office scheduling in preparation of guests including: food and beverage service, and other special requests as needed
- Maintaining current knowledge and inventory of assets
- Organizing tasks and work flow for house staff in coordination with daily house needs
- Recommending ideas for events and programming including input on themes, design, and overall strategy of events; and cost associated with events
- Setup, breakdown, and cleaning of meeting areas

**PREFERRED QUALIFICATIONS AND/OR SKILLS:**

- Graduation from an accredited college with an Associate's Degree; plus at least five (5) years of relevant work experience in a hospitality leadership role within a luxury hotel, historic house, college or university, and/or large corporation; Bachelor's Degree preferred
- Schedule may cover regular evening and weekend work, shift work, working outdoors, and working with VIP clients
- Must be service driven with a global perspective anticipating needs before they arise
- Excellent communication and interpersonal skills
- Sense of urgency and discretion to accommodate requests
- Detailed understanding of social, formal, and professional etiquette in receiving and announcing guests. This includes the training of staff on dinner and event protocol
- Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, work well under pressure, and work both independently and within a team environment under tight deadlines
- Membership in any United States Hospitality Association, Concierge Association, and/or Business Association, a plus
- Working knowledge of Word, Excel, and PowerPoint

**SALARY:** Commensurate with experience.

**TO APPLY:** Please submit a cover letter and resume to:

<https://a002-oom03.nyc.gov/IRM/EventRegistration/RegForm.aspx?eventGuid=4645fdd8-310d-4db6-884b-e64d4d17fefc>. In the section, "Position" please insert the Job Number, which is 12078. This is the same number which is indicated on the upper portion of this job posting. Failure to input this Job Number will result in your application not being registered in our system.

**New York City Residency Is Required Within 90 Days of Appointment**  
**The City of New York and the Office of the Mayor are Equal Opportunity Employers**