



**JOB DESCRIPTION  
BOSTON CONVENTION MARKETING CENTER**

The Boston Convention Marketing Center (BCMC) is a joint effort of the Greater Boston Convention & Visitors Bureau and the Massachusetts Convention Center Authority to market and sell the Boston Convention & Exhibition Center and the John B. Hynes Veterans Memorial Convention Center.

Title of Position:	<b>Manager, Hotel Relations &amp; Services</b>
Reporting Relationship:	Director, Hotel Relations & Services
Primary Function:	Facilitate BCMC sales process by interfacing with hotel partners to assemble room blocks for potential customers and to continue to ensure the completion of those room blocks after a “definite” status has been secured for the BCEC or Hynes.
Duties & Responsibilities:	<ul style="list-style-type: none"><li>• Act as primary interface between the BCMC and the hotel partners in securing hotel space commitments for convention proposals</li><li>• Facilitate client site inspections of Boston, hotels, and venues for off-site events</li><li>• Utilize the BCMC LeadLink application to disseminate leads with all appropriate information to the hotel community</li><li>• Manage hotel responses to ensure that a competitive room block can be assembled for each customer</li><li>• Administrative responsibilities as it relates to the maintenance of the CRM database and LeadLink</li><li>• Meet all assigned sales quotas</li><li>• Additional projects as assigned by the Director, Hotel Relations &amp; Services and Vice President of Sales</li></ul>
Prerequisites:	Ideal candidate will possess a minimum 3-4 years of experience in the hospitality industry. Excellent communication, organizational skills, analytical skills, overall knowledge of Boston and hotel community and understanding of hotel contracts and pricing strategies are very important.
Contact:	Send resume, references and salary requirements to Phyllis Cheng, Director, Hotel Relations & Services, at <a href="mailto:pcheng@BostonCMC.com">pcheng@BostonCMC.com</a>