

## **BOOKING ASSISTANT (PART-TIME)**

**SUMMARY:** Responsible for booking facility events, using MCCA software, in a timely manner. Generate facility contracts and manages approval process. This is a part-time position with a weekly set sixteen hours.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** The Authority's General Manager may designate various other activities. *The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable.*

### **Booking :**

- Interfaces with sales personnel in booking convention space at the Hynes and BCEC.
- Maintains an accurate book of business that is continually audited for accuracy.
- Processes and completes contract forms, verifies accuracy.
- Reviews contract requirements and addendums.
- Develops and maintains a system for retention of Event License Agreements Contracts and Addendums.
- Produces reports on a weekly basis and/or as needed for the MCCA and BCMC staff.
- Create booking for Internal Construction space holds.

### **General Support Activities:**

- Develop a knowledge and understanding of the booking activities of the BCMC in order to organize and document a systematic means to identify potential problems and their prevention.
- Conducts research, compiles and types statistical reports
- Works independently on special projects as needed.

**SUPERVISION RECEIVED:** Supervision is provided by the Booking Coordinator and includes assignment of duties, inspection of work, training, and coaching.

**EDUCATION/ EXPERIENCE:** Bachelor's degree preferred, knowledge of state-of-the-art computer word processing and analytical tools such as Microsoft Excel, Word, and Outlook. Organizational skills, professional maturity and ability to maintain confidentiality are essential.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK SCHEDULE:** This a part-time position. The work schedule of this position is Monday, Wednesday, Friday.

**DRESS CODE:** In order to project a professional image and the level of dignity and decorum that is required when serving the public, good grooming are expected of all employees. Employees will be supplied with and required to wear uniforms as determined by the MCCA.

**To apply please visit:**

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