



Hospitality Director

African Business Club – 2017/2018

Position Summary: The Hospitality Director is responsible for all aspects relating to the comfort and experience of the conference speakers, attendees, and club members. Main duties will include but not be limited to, researching hotels, restaurants, flights, and catering for the conference and club events.

Position Reports to: The position reports to the Co-Chairs. The Hospitality Director will be given the opportunity to hire his or her own team (including a volunteer coordinator). Position will also require candidate to work in close collaboration with the Operations & Logistics Director, Panel Chairs, and Treasurer.

Eligibility: All current Undergraduate and Graduate UBC students across faculties.

Time Commitment: Time commitments will vary according to the needs of the club and especially with the proximity to the event being hosted. The Hospitality Director will be required to attend at least one meeting a week with Operations & Logistics Director in addition to weekly executive team meetings. A great part of the research process will be done during the summer break; as a result, the Hospitality Director is expected to be in contact with the planning team during and throughout the four months.

General Responsibilities:

- Attend Weekly team meetings with requested deliverables.
- Maintain transparent communication with other team members during school year and summer months.
- Contribute to team discussions and brainstorming sessions.

Role Specific Responsibilities:

- Liaise with Treasurer, Panel Directors, and conference speakers to book flights and accommodation for the conference.
- Liaise with Treasurer and chosen hotel to book speaker accommodation during the conference, and provide a space for conference Reception.
- In charge of securing catering for the conference, as well as other club events.
- Organize in-country transportation between airport, hotel, and conference for panel and keynote speakers.
- Preparing speakers' gift baskets and all necessary stationery they will need throughout their stay (including but not limited to name tags, folders, and personalized schedules).
- Ensure speakers, attendees, and club members have a memorable, and comfortable experience.

Qualifications:

- Strong public relations, teamwork, and organization skills
- Enthusiastic Personality
- Ability to receive and apply feedback
- Ability to meet deadlines and work well under pressure

- Excellent communication, interpersonal, organizational, and project management skills
- Ability to effectively build and maintain relationships with speakers, hotel, and caterers.
- Result-oriented and reliable
- Demonstrate initiative; ability to recognize problems quickly and apply reasonable solutions.
- Previous experience in workshop or event planning an asset.

Learning Outcomes:

- Build communication, leadership and problem solving skills.
- Opportunity to network and keep meaningful relationships with African business personalities.
- Build budgeting and prioritization skills
- Obtain valuable conference planning experience

How to apply: To apply, please send a resume and cover letter to operations.ubcab@gmail.com.

Deadline for application: Wednesday, *March 15th 2017* at *11:59 PM*

For more information, please contact:

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