

Baltimore Convention Center

Job Announcement

Office of Human Resources

Project Coordinator

Please mail your completed City application or resume to:

Baltimore Convention Center
1 W. Pratt Street
Baltimore, MD 21201

DEPARTMENT: Sales & Marketing

SALARY: \$41,326

GRADE: 088

CLOSING DATE: 08/9/2016

POSITION DUTIES: Provides on-site assistance and clerical support to the Account Executive team in the production of events. Duties include conducting facility tours, overseeing set-ups of exhibit halls and meeting rooms, completing work order forms, and sending follow-up correspondence to clients.

MINIMUM QUALIFICATIONS:

EDUCATION: A Bachelor's degree in business management, facility management, hospitality, marketing, or related field from an accredited college.

EXPERIENCE: One year of experience in business management, facility management, hospitality, marketing, or related field.

SELECTION PROCESS: Only candidates who meet the minimum qualifications will be considered for this classification. Send cover letter, resume, and/or applications to the Director of Human Resources, Baltimore Convention Center, 1 W. Pratt Street, Baltimore, Maryland 21201 or email to: jobs@bccenter.org