

## Position Open



### **Oshkosh Convention Center Events Manager Oshkosh, WI 54904**

#### **About the position**

The Oshkosh Convention & Visitors Bureau currently operates the city owned convention center. This position is responsible for all aspects of the convention center to include planning, evaluating, organizing and directing the activities of the convention center. The Events Manager will work closely with the onsite caterer to deliver a consistent product and complete guest satisfaction.

#### **Education and Experience**

Bachelor's degree (in hospitality, communications or business) or two to four years related experience in hospitality business or equivalent combination of education and experience. Candidate must be versed in Caterase software and proficient in Microsoft Office.

Ideal candidate will have some management experience and a background in event operations.

#### **Compensation**

The Oshkosh Convention & Visitors Bureau offers competitive pay and a comprehensive benefits package to include medical/dental insurance, PTO, paid holidays and Life Insurance.

#### **How to Apply**

Send the following electronically to [wendy@visitoshkosh.com](mailto:wendy@visitoshkosh.com) by August August 10<sup>th</sup>, 2010.

- Cover letter
- Resume
- Salary History