

MANIFESTA 9

Manifesta 9 is looking for a **Hospitality Officer**.

Tasks:

The Hospitality Officer:

- Is the executing force for all tasks in the process of traveling and lodging for all guests, curators and artists of Manifesta 9; such as:
 - Booking of hotel rooms
 - Booking of flights, trains taxi's etc.
 - Organize the pick up of guests, and guide them to their lodging place
- Works closely together with the Head of Office
- Communicates directly with guests about their itinerary, and keep them well informed.
- Draws up itineraries according to both the wishes of the guest, and the responsible team member(s) of Manifesta 9
- Negotiates prices with lodging facilities (i.e. hotels) and travel agents, if necessary and appropriate
- Bare the budget and terms that are agreed upon with guests in mind at all times, in close collaboration with Office Manager
- Have strong and professional communicational skills

Required skills and experience:

The Hospitality Officer should:

- Have a representative appearance, attitude and communication skills
- Have an excellent spoken and written English and Dutch Other languages are desirable
- Have experience in hotel, flight and ground transport bookings via Internet and related bookkeeping
- Be familiar with the organization of events, and have good organizational skills
- Be familiar with handling of large groups and VIP's
- Maintain a high level of accuracy
- A strong ability to assess priorities and meet deadlines.
- Have an eye for detail, especially concerning the wellbeing of guests
- Be widely perceived as a team player
- Have a drivers license
- Have excellent computer skills
- Contacts in the local, regional and national hospitality field are appreciated

TERMS AND CONDITIONS

The Hospitality Officer is a fulltime position. She/he is expected to start in September 2011 and work until July 2012. The maximum gross monthly salary is € 2500.

For more information; please contact Fanny Smelik at FannySmelik@manifesta9.org

Please submit your applications before 31 August 2011 to:

Manifesta 9
Attn. Fanny Smelik
Dennenstraat 5
3600 Genk
Belgium

Foundation
Manifesta 9 Limburg

Manifesta 9 – Office
Dennenstraat 5
3600 Genk, Limburg
Belgium

+32 (0)89 710 440
m9@manifesta9.org
www.manifesta9.org