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@manifesta.org

Please submit your applications before 31 August 2011 to:
Manifesta 9
Attn. Fanny Smelik
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3600 Genk
Belgium