



Charlottesville Area Association of REALTORS®

www.CAAR.com

www.hillsdaleconferencecenter.com



POSITION:

Events & Client Concierge

REPORTS TO:

Director of Conference Center Sales & Client Services, Hillsdale Conference Center

OVERVIEW:

Events & Client Concierge plays a pivotal role at the Hillsdale Conference Center (HCC), assisting in the managing of event logistics, building client relationships, and contributing to sales growth strategies. This position requires a blend of organizational, interpersonal, and technical skills, along with a willingness to work flexible hours. The HCC is owned and operated by The Charlottesville Area Association of REALTORS®.

RESPONSIBILITIES:

- Greet & assist members and those visiting the CAAR office or the Hillsdale Conference Center.
- Manage HCC event logistics, including room setup, catering, AV equipment, and special requests.
- Build and maintain strong relationships with clients.
- Assist in marketing efforts to attract new clients.
- Serve as secondary representative to facilitate execution of events.
- Stay updated on industry trends and client preferences.
- Attend conferences, trade shows, and local networking events to boost facility rental.
- Coordinate with vendors to secure services, equipment, and resources required for events.
- Maintain detailed records of event planning, client communications, and financial transactions.
- Conduct site visits for potential clients.

EXPERIENCE/SKILLS REQUIRED:

- Minimum of two (2) years of recent experience in the meetings & events industry.
- Must be able to lift 20 lbs.
- Understanding Charlottesville and surrounding areas meetings & events market.
- Highly motivated, ability to work independently, set priorities and handle multiple tasks with good judgment.
- Excellent written and verbal communication.
- Availability for flexible hours including evenings and weekends.
- Ability to accurately forecast sales and analyze data to find trends and problems.
- Strong technical skills including use of MS Excel, Word, and PowerPoint.

HOW TO APPLY:

- Interested candidates should send a cover letter and resume to: resumes@caar.com.