

Hospitality Industry

The hospitality industry offers **many** job opportunities for those who want to work in the events industry and have the security of a steady paycheck. While some jobs involve planning events from start to finish, most involve providing services to other event planners or people who are planning events for an organization.

There are a variety of **job titles** in the hospitality industry that may include any combination of words to describe:

- **an event** (catering, conference, convention, event, hospitality, facilities, meeting, trade show, special events, etc.)
- **a role** (e.g. assistant, coordinator, director, manager, marketing, organizer, planner, producer, representative, sales, service, etc.)

For example, you may find job titles such as Convention Services Manager, Catering Director or Sales Coordinator (see the information below about Hotels and Resorts for some specific examples).

The hospitality industry also offers numerous **entry-level positions** that can lead to a position involved with event planning.

Hotels and Resorts

A hotel may be the site of many events – from banquets to business meetings to bar mitzvahs. If you want to work with a hotel, the department that will give you an opportunity to work with people planning events is the **sales and catering** department (at some hotels it may be known as just “**sales**” or just “**catering**”).

A typical entry-level position is **sales coordinator**, a job that may involve more administrative work than actually working with customers. At some hotels, the next level up is **sales representative** or you may just move into the position of **sales manager** or **catering sales manager**. At a single hotel, there may be several such positions.

(The person at the top may have a title such as **director of catering services** or the **director of sales and marketing**.)



One way to get started in the events industry is with a part-time job. Starting as a banquet server, for example, will give you the opportunity to learn the inner workings of events, how to deal with challenges that crop up, and how to get along with co-workers and the sometimes demanding public. Sarah Lowis, CMP, CMM Operations

Manager of International Conference Services Ltd. in Vancouver, B.C. advises people who ask her how to break into the event planning industry to “work in the hotel industry”. She says,

“In a hotel, you will develop valuable skills in customer service, multi-tasking and organization. You will also meet and work with meeting planners or have exposure to the catering department and the special events they organize.”

To find a job in the hotel industry, you can start by visiting the websites of hotel chains you are interested in working with. These sites list hotel locations at their website and you can **apply directly to the hotel(s)** where you are interested in working. You may also find a few job opportunities listed at the corporate website. Here are sites of luxury hotel chains:

Fairmont Hotels and Resorts <http://www.fairmont.com>

Hilton Hotels <http://www.hilton.com>

Marriott International <http://www.marriott.com>

Radisson Hotels <http://www.radisson.com>

The Ritz-Carlton <http://www.ritzcarlton.com>

Starwood Hotels (Sheraton, Westin)
<http://www.starwood.com>

You can also find links to luxury hotels at:

Leading Hotels of the World <http://www.lhw.com>

Of course you can find many hotels in your city simply by checking the Yellow Pages. Another way to find hotels is by checking with convention and visitors bureaus. **Official TravelGuide.com** lets you do a search by city, and brings up a link for that city’s convention and visitors bureau (CVB). Click on the link to go to the official page for the CVB and you can then click on either **accommodations** or **hotels** to search for facilities.

OfficialTravelGuide.com <http://www.officialtravelguide.com>

[All Rights Reserved © Arab British Academy for Higher Education](#)

