

How to Find Job Openings

There are a variety of ways to find job openings. This section covers both traditional and non-traditional ways to find job openings, including how to create your own job.

Advertised Positions

Newspapers

Check the classified section of the city where you would like to work. Periodically, there will be job listings for event planners or related positions. And, don't overlook the hotel and hospitality sections. Be sure to find out if daily editions from the newspaper are available online – that will save you the price of a paper each day. To access a newspaper online, do a search on:

Newspaper Links <http://www.newspaperlinks.com>

Because event planners have a variety of job titles, remember to look for a variety of headings when scanning the classifieds, including: catering, conference, convention, event, hospitality, hotel, facilities, meeting, trade show, special events, etc.



General Job Boards

The popular job sites typically list thousands of event planning jobs across the country. To see as many jobs as possible, begin by doing a search for the term “event”. To find specific positions try terms such as “meeting planner”. You can also search by type of employer. For example, if you are interested in working for a “resort”, “hotel”, “caterer”, etc. you can search for that particular term.

Careerbuilder.com <http://www.careerbuilder.com>

HotJobs.com <http://www.hotjobs.com>

Monster.com <http://www.monster.com>

Commit to searching the myriad of jobs boards at least an hour a day. Listings change from day to day and many jobs are filled within days. If you are qualified for a job listing, act quickly and send out responses to as many jobs as you are qualified for and interested in. By sheer numbers, you will find your dream job sooner the more responses you send out.

Industry Job Sites

While the general job boards offer the greatest number of positions, you may find the ideal job for you at one of the following job boards for the events industry.

Benchmark Hospitality <http://www.benchmark.hospitalityonline.com>

MPI

<http://www.mpiweb.org/resources/jobs/results.asp>

Event Planner <http://www.eventplanner.com/boards/employment.html>

HospitalityCareerNet.com <http://www.hospitalitycareernet.com>

Hospitality Careers Online <http://www.hcareers.com>

Hotel Job Resource <http://www.hoteljobresource.com>

International Association of Conference Centers

<http://www.iaccnorthamerica.org> (Click on **Resources**, then **Job Board**)

SOS Hotels

http://careers.soshotels.com/candidates/jobs/jobs.cfm?site_id=99

Meetings and Destinations (MAD) Search <http://www.madsearch.com>

(Click on **MAD Jobs**)

National Association of Catering Executives <http://www.nacejobs.com>

(Click on **Search jobs now!**)

Hospitality Jobs Online <http://www.hospitalityonline.com>

Casino Careers <http://www.casinocareers.com/jobsearch.cfm>

You may find additional job listings by checking out the other industry publications and websites mentioned throughout this website. Hotel and hospitality industries publish their own newsletters and magazines, as do many large CVBs. Most of these publications include a classified section where jobs (both temporary and long-term) are listed.

Recruitment Firms

In the hospitality industry there are a number of companies who act as match-makers between job seekers and employers with an opening. These companies are commonly referred to as recruitment or search firms, or head-hunters. Unlike a job agency, there is usually no fee for you to list yourself with one of these companies. Instead, they charge the employer for the service of filtering through resumes and identifying top candidates.

There are thousands of search firms in operation in North America you can contact, but you may have the best luck with the ones who specialize in hospitality or event planning, such as the ones listed below.

Bristol Associates <http://www.bristolassoc.com>

Global Hospitality <http://www.globalhospitality.com>

Hospitality Executive <http://www.hospitalityexecutive.com>

Hospitality Recruiters <http://www.hospitalityrecruiters.com>

Horizon Hospitality <http://www.horizonhospitality.com>

Hospitality Careers in the USA

<http://www.hospitalitycareersusa.com>

Rooney Personnel Company <http://www.careers-hri.com>

All Rights Reserved © [Arab British Academy for Higher Education](http://www.abahe.co.uk)