

Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment.

We foster a work environment that's inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued so that our culture reflects the people we serve.

Our department is committed to providing a cleaner, safer environment that goes hand-in-hand with economic prosperity and increased quality of life in Tennessee. We deliver on our mission through managing regulatory programs that maintain standards for air, water and soil quality while providing assistance to businesses and communities in areas ranging from recreation to waste management. We manage the state park system and programs to inventory, interpret and protect Tennessee's rich natural, historical and archaeological heritage.

About the Tennessee State Parks:

From its beginning in 1937, Tennessee State Parks were established to protect and preserve the unique natural, cultural, and historic resources of Tennessee. The public interest has also been served by a variety of benefits for citizens and communities produced by our state park system, promoting stronger communities and healthier citizens across the state through diverse resource-based recreation while conserving the natural environment for today and tomorrow – preserving authentic Tennessee places and spaces for future generations to enjoy. As stewards of the resources in our parks, we seek to manage Tennessee's state parks in order to preserve and protect valued resources and to provide a balance of services and benefits for the enjoyment of the people.



TSP Sales and Event Coordinator Montgomery Bell State Park Lodge Annual Salary Range: \$33,900 - \$50,700

Our Tennessee State Parks are among the most beautiful in the United States. We have an outstanding opportunity for an exciting career as the Sales and Event Coordinator at Montgomery Bell State Park Lodge in Burns, TN. The Lodge is a preferred destination for business meetings, conferences, and social events and a vacation destination for families.

This position coordinates with group clients to schedule events and assist with special projects and activities by connecting participants to natural and cultural resources offered at the park. Preferred candidates will have at least four years of experience working in a hotel or resort, a bachelor's degree in hospitality or a related field, and at least one year of administrative or supervisory experience. Additional years of experience can be substituted on a year-for-year basis for education requirements. Candidates must meet the minimum qualifications (MQs) for this position. For MQs and how to apply, please visit <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Collaborate with local, state, and federal agencies, non-governmental organizations, contractors, and other event planners to showcase services provided at Lodge.
- Conduct site visits with potential groups and assist the Group Sales Manager with planning and pricing guest rooms and meeting space for catered events, private parties, and various types of meetings.
- Enter and manage group blocks in the system and release blocks in a timely manner.
- Resolve disputes and guest complaints in an effective manner, addressing difficult situations involving guests or group contacts.
- Work with park operations and hospitality staff to ensure that set-up, utility needs, road closures, and safety measures are all implemented, and event walk-throughs are conducted.
- Assist the Group Sales Manager in establishing and monitoring policies and guidelines for the lodge's day-to-day operation.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws.