



**Position Title:** Special Events Sales Manager

**Department:** Sales and Marketing Solutions

**Supervisor:** Director of Sales and Marketing

**Applicants can submit a resume via e-mail to [careers@javitscenter.com](mailto:careers@javitscenter.com)**

The Jacob K. Javits Center has recently undergone a \$1 billion dollar expansion. North Javits offers event space like no other in New York City. Our new special events space, The Overview at 54,400 square feet with direct views of the Hudson River, The Pavilion and Terrace with its working farm, and 50,000 square feet of additional flexible meeting space is attracting a discerning clientele.

The candidate we are searching for has extensive special event sales and production experience as well as some catering knowledge. The individual will bring with them a proven track record of exceptional events and be known to the New York events community. The repertoire should include but not limited to galas, corporate events, launch events and fundraising events. This individual will bring a high level of customer service while understanding and adhering to the rules of operation of the center. Attention to detail and ability to execute events is a must.

**Position Summary:**

The Special Events Sales Manager is responsible for soliciting and developing new business that fulfills the Center's mandate, i.e., shows that generate hotel room nights, gross/net square footage for the Center and that can contribute significantly to the economic impact of City and State of New York. The Special Events Sales Manager is also responsible for account servicing which includes any and all changes to Event requirements each year and licensing each future Event (account maintenance).

**Key Job Accountabilities:**

- Respond to sales inquiries as assigned from potential clients and maintains good working relationship with existing relationships
- Solicit and meet with event producers, meeting planners and event planners to sell the space and services of the facility.
- Conducts site inspections of the facility to include appropriate departments or leadership.
- Fully qualify business and prepare proposals based on space requirements
- Review licenses and amendments
- Liaise between outside vendors and center
- Liaison between client and Event Solutions to assure comfortable turnover from the Sales Department to the Service Departments.
- Prepare reports and projects for the Director of Sales and Marketing
- Assist in the preparation of special projects and special events
- Assist with budget forecasting



- Develop and maintains positive relationship with NYC & Company, as well as the local hotel community sales and catering departments and special event facilities.
- Attend industry functions as necessary
- Follow- up with clients on outstanding licenses, payments, surveys, etc
- Manage client/event information and data in our CRM, EBMS
- Attend planning meetings as needed
- Service existing customers
- Partner with operations departments to ensure full participation in servicing accounts

#### **Qualifications:**

- **Must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.**
- **Must work full-time onsite at the Javits Center.**
- 5 -10 years industry experience (Hotel Sales or Convention Center Sales/or Banquet Services)
- BA in Business or Marketing and/or minimum of 5 years' experience in sales
- Works cooperatively and effectively with others in the accomplishments of joint tasks and common objectives
- Ability to communicate effectively both orally and in writing
- Demonstrates a sense of urgency and ability to meet deadlines
- Demonstrates a high level of proficiency with Microsoft suite applications such as Word, Excel, PowerPoint, and Outlook as well as Databases.
- Strong and consistent ability to prioritize activities and handle multiple responsibilities within a specified time frame.

#### **Special Conditions of Position:**

- This position requires significant work commitment and hours that may include evenings, weekends, and holidays in a fast-paced environment.

*The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job-related disability, past service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.*