



Position Title: Manager of Set-up Solutions

Department: Set-up Solutions

Supervisor: Senior Director of Set-up Solutions

Applicants can submit a resume via e-mail to career@javitscenter.com

The Javits Center has been considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows and special events on Manhattan's West Side. These large-scale events have generated more than \$2 billion in annual economic activity for New York City and New York State, supporting as many as 18,000 jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of new meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

Position Summary:

This position interfaces and oversees all aspects of set up services that are generated by event managers, internal customers, and the F&B partner. Effective communication governed by excellent customer service skills and consistent attention to details is required. This position requires the ability to meet deadlines, capture and invoice for services and equipment in addition to managing and maintaining inventory of equipment. The ability to understand and interpret set up specifications and diagrams is required.

The hiring range for this position is \$75,000.00 - \$80,000.00 annually (paid on a bi-weekly basis). The rate of pay offered will be dependent upon candidates' relevant skills and experience.

Key Responsibilities:

- Oversee the planning and coordination of various types of sets from floor plans to set up Specifications.
- Coordinate cleaning schedules of meeting rooms and event spaces to ensure standards are maintained.
- Meet with internal departments and clients/representatives as required.
- Monitor furniture and equipment inventories and maximize storage and maintenance.
- Create invoices, track change orders, and submit all billing to Event Solutions team.
- Conduct daily pre shift meetings to communicate pertinent information to team.

- Inspect function rooms as well as guest and service areas to verify accurate set-up, cleanliness, and organization.
- Coordinate the movement of equipment required for sets in multiple locations.
- Work closely with the Event Solutions department and the F&B partner to ensure all sets and catering orders are facilitated timely.
- Schedule supervisors, assistant manager, and line staff, to maximize department effectiveness and control labor costs.
- Review with the Director the monthly budget report for labor and materials and assist with the preparation of both the annual operating budget and capital.
- Train, develop, track and document performance of set-up staff for quality assurance.

Requirements:

- Minimum of 3 years' experience with events, conventions, or hospitality.
- Ability to work flexible hours, to include evenings, weekends, and holidays as dictated by the needs of the business.
- Bachelor's Degree, relevant experience can supersede education requirements.
- Customer Service oriented, strong interpersonal skills.
- Ability to maintain composure under stressful situations.
- Excellent attention to detail and follow through.
- Ability to communicate effectively both orally and in writing.
- Experience working in a union environment helpful but not required.
- Ability to stand for extended periods of time and walk throughout multi-level facilities bordered by 34th Street and 40th Street and 11th and 12th Avenues for long periods as required.
- 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.

The policy of this company prohibits any employment practice which in any way discriminates 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.

Any questions should be directed to Human Resources at careers@javitscenter.com