



Job Title: Special Event Sales Manager

Department: Sales & Marketing

Supervisor: Director of Sales & Marketing

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

The Javits Center is 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:

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 be 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.

The starting base pay for this position is \$85,000 annually (paid on a bi-weekly basis) + commission. Please keep in mind that this is the base pay only and does not reflect other components that make up the total rewards package for the position. The rate of pay offered will be dependent upon candidates' relevant skills and experience.

Key Responsibilities:

- Solicit and meet with event producers and meeting planners to sell the space and services of the Javits Center.
- Respond to sales inquiries from potential clients.
- Conduct site inspections of the facility.
- Fully qualify business and prepare proposals based on space requirements.
- Review licenses and amendments.
- Communicate with outside vendors.

- Coordinate with client and Javits Center Event Solutions team to ensure smooth transition from the Sales Department to 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 maintain a positive relationship with NYC & Company, as well as 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.
- Service existing clients.
- Other duties as assigned.

Qualifications:

- Minimum of 3 years industry experience (convention center sales or hotel sales/banquet services).
- BA or MBA in Business or Marketing (years of experience can supersede education requirements).
- Ability to work cooperatively and effectively with others in the accomplishment of joint tasks and common objectives.
- Ability to communicate effectively both orally and in writing.
- Demonstrated high level of proficiency in the Microsoft suite of applications such as Word, Excel, PowerPoint, and Outlook.
- Ability to work flexible hours, to include evenings, weekends, and holidays as dictated by the needs of the business.
- Must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during 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, employee, 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.