



**Position Title:** A/V Media Manager

**Department:** Information Technology (IT)

**Supervisor:** Senior Director Electrical Solutions

**Applicants can submit a resume via e-mail to [careers@javitscenter.com](mailto: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 A/V Media Manager provides support for all production and administrative tasks at the Javits Center. This role will be responsible for working with the Show Electric Department and other media managers to implement, oversee, and maintain the Internal IPTV network for the Javits Center as well as maintaining the current audio systems. This role will also be the lead on new projects pertaining to the audio integration of the Javits Center's north building.

The hiring range for this position is \$70,000.00 - \$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 Job Accountabilities:**

- Coordinates with Director of A/V and other A/V managers to implement and maintain all systems
- Responsible for maintaining job-specific equipment
- Manages in-house labor force to make any adjustments/repairs/upgrades to existing technology
- Liaises with clients regarding A/V specific needs
- Works closely with a large team of event staff to provide premier service to Javits clients



- Collaborates with staff and stakeholders on optimal A/V setup for special events
- Supports other projects within the A/V department including but not limited to: QSC, Yamaha, Dante, Brightsign, Exterity, Novastar, ETC-NET3 and Oracle

#### **Required Qualifications:**

- Minimum 5 years' experience in event production, preferably in audio as an A1 or A2
- Working knowledge of Yamaha QL Series consoles
- Advanced knowledge of audio systems and operations
- Technical literacy, must be able to read a wiring diagram, architectural floorplans, and schematics
- Ability to work flexible schedules, extended hours, nights, weekends, and/or overtime (scheduled or ad hoc)
- 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

#### **Desired Qualifications:**

- Bachelor's degree
- Basic knowledge of modern lighting and LED video
- Basic proficiency in CAD
- Demonstrated experience using ERP and Microsoft software
- Previous/current Javits experience

*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.*

*In adherence to our commitment to fostering an inclusive and accessible workplace, the Javits Center extends its dedication to providing reasonable accommodations. Candidates requiring adjustments during the application process or employees seeking workplace accommodations are encouraged to liaise with our Human Resources department. Our organization is unwavering in its resolve to ensure equitable opportunities and a workplace environment characterized by support and fairness for all.*