



Job Title: Event Solutions Coordinator
Department: Event Solutions
Supervisor: Senior Director, Event Solutions

Applicants can submit a resume via email to careers@javitscenter.com

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 Event Solutions Coordinator supports Event Solutions Managers and serves as a liaison among cross-functional teams that handle all event-related operations.

The hiring range for this position is \$25.00 – 28.00 per hour (paid on a bi-weekly basis). The rate of pay offered will be dependent upon candidates' relevant skills and experience.

Essential Functions:

- Collaborate with internal teams to assist in the coordination and execution of in-house and small-scale events, from initial planning through event breakdown.
- Prepare and distribute in-house event memos for internal meetings.
- Support Event Managers in maintaining deadlines, scheduling meetings, updating floor plans and shared calendars, and organizing documentation such as exhibitor lists and yearly forms.
- Using Javits' unique database order entry system, track, enter, generate reports, and process set-up specifications including billable hours, furniture, and other set-up requests for events and clients.
- Provide customer service support to clients and exhibitors via phone and email, offering guidance and timely information.
- Assist and oversee the completion of assigned special projects.
- Serve as backup to administrative support staff as needed.
- Execute other duties and responsibilities as assigned.

Qualifications

- Minimum of 1-2 years of experience in event planning.
- Proficient in MS Office and database management.
- Strong communication and customer service skills.
- Detail-oriented, adaptable, and capable of managing multiple priorities in a fast-paced environment.
- Exceptional organizational and time management skills.

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.