



**Position Title:** Event Solutions Manager

**Classification:** Non-exempt

**Department:** Event Solutions

**Supervisor:** Director, Event 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 billions of dollars in annual economic activity for New York City and New York State, supporting thousands of jobs in and around the facility. Located on 11<sup>th</sup> Avenue between West 34<sup>th</sup> Street and West 40<sup>th</sup> 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 meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

### **Position Summary:**

The Event Solutions Manager is the liaison between the event manager and the venue. Event Solutions Managers provide direct support to customers by coordinating all aspects of events as it relates to the Center, including show services, building operations, logistics, safety, concessions, and construction.

The hiring range for this position is \$25.64 - \$29.74 hourly. The rate of pay offered will be dependent upon the candidate's relevant skills and experience.

Interested candidates must be willing to work full-time onsite at the Javits Center and must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.

### **Essential Functions:**

- Obtain, prepare, and distribute detailed event resumes internally and to show vendors.
- Mentor and educate less experienced Event Solutions Managers in the planning, move-in, execution and move out of trade and public shows, special events, seminars and other events.



- Counsel show management and exhibitors on the Center’s policies, work rules, and trade jurisdictions of various collective bargaining agreements – multiple unions and agreements.
- Ensure compliance with New York City fire code during event move-in, duration, and move-out.
- Liaise with various entities, including Public Safety, Show Security, Show and House Operations.
- Provide dedicated operational and logistical direction to assist the customer prior to and throughout the entire Event period.
- Ensure that customer requirements are met for meeting rooms, special events and the show floor.
- Calculate and distribute Net Square Footage reports.
- Provide information on building procedures, track compliance with lease terms and insurance certificates.
- Provide world-class customer service.
- Other duties as assigned.

#### **Qualifications:**

- Minimum of 3 years of experience in the Trades Show/Events Industry.
- Excellent communication and customer service skills.
- Detail-oriented and strong organizational/time management skills.
- Must be able to handle multiple projects/tasks competently.
- Ability to work independently and within a team environment.
- Exceptional organizational and project management skills.
- Proficient in all MS Office Suites – Excel, Word, PowerPoint and Outlook.
- Database experience is a must.
- While performing the duties of this job, the employee is required to stand for extended periods of time, walk throughout the facility, and sit at a desk as needed.

#### **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 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.*