

**Job Title:** Communications Manager  
**Department:** Communications Solutions  
**Supervisor:** Tony Sclafani, SVP & Chief Communications Officer

**Position Summary:**

The Communications Manager will play an integral role in developing and implementing communications and marketing strategies at the Javits Center. This position will establish relationships with mainstream and trade media outlets for story development and placement, create materials for internal and external audiences, such as press releases, customer advisories and social media, and serve as a primary liaison among show managers, exhibitors, industry and government stakeholders, community and business leaders, various departments of the Javits Center and outside vendors performing work on behalf of the Javits Center. This position reports directly to the Senior Vice President/Chief Communications Officer. The candidate also will work directly with the Chief Executive Officer to develop presentations and other consumer-facing content.

**Major Duties and Responsibilities:**

1. Coordinate, monitor and manage the projects and activities of the Communications Solutions unit, including but not limited to, customer and employee newsletters, website development, marketing and promotional materials, social media, executive presentations and public events, such as news conferences and agency ceremonies.
2. Develop potential story ideas for placement in mainstream and trade media outlets in order to highlight the mission and impact of the Javits Center, as well as the upcoming expansion. Field and research inquiries from media outlets, customers and other stakeholders with an interest in operations at the Javits Center.
3. Draft a variety of written materials, including but not limited to, executive briefings, talking points, newsletters, press releases and customer advisories, under tight deadlines and with limited direction.
4. Serve as a primary liaison with customers, elected officials, community members, local businesses and organizations to develop relationships and projects that advance the mission and impact of the Javits Center.
5. Represent the Communications Solutions unit at various meetings and events and serve as a representative of the Javits Center to external organizations. This includes providing

tours of the Javits Center to various groups and assisting in the management of the Javits Juniors program, a new effort designed to educate students about the convention center, the events industry and the building's namesake, Sen. Jacob K. Javits.

6. Perform special projects as directed.

**Education & Requirements:**

- Bachelors of Arts Degree in Communications, Journalism or Marketing or equivalent experience
- At least five (5) years of combined experience in the fields of public relations, communications or journalism
- Proficient in MS Office Suite –Excel, Word, PowerPoint and Outlook
- Excellent typing skills and proofreading ability
- Excellent verbal and written communications skills
- Highly motivated, energetic, thorough, detail oriented and ability to multi-task
- Succeed with moderate to minimal supervision
- Excellent organizational skills