



Position Title: Event Solutions Manager, Special Events
Department: Event Solutions
Supervisor: Vice President, Set-Up and Events Solutions

Human Resources Representative: Melissa Getz, Human Resources Director. Applicants can submit a resume via e-mail to hronline@javitscenter.com or fax to (212) 216-4484.

Located on Manhattan's West Side, the Javits Center is the busiest convention center in the United States, hosting a variety of events that support New York's hotel, restaurant, tourism and transportation industries. Designed by I.M. Pei & Partners, the iconic venue opened in 1986 and has since become New York's primary venue for large conventions, trade shows and special events, attracting millions of visitors from around the world each year. These large-scale events generate more than \$2 billion in annual economic activity for New York City and New York State and support as many as 18,000 jobs in and around the facility. Operated by the New York Convention Center Operating Corporation (NYCCOC), the Javits Center has 760,000 square feet of total exhibition space, 102 meeting rooms and four banquet halls, as well as a range of technology services, including Wi-Fi access.

Position Summary: Under the supervision of the Vice President, Set-Up and Events Solutions, the Event Solutions Manager, Special Events will be the point of contact with Event Management/Production/Caterers and the Javits Center's service teams throughout all stages of the event life cycle. With a major expansion project set to be completed in 2021, this position will play an integral role in the execution of Special Events, Corporate Meetings, Galas and Trade Shows. The Javits Center expansion includes the addition of 1.2 million square feet of total space, including a 54,000 square-foot special event space and a 1,500-person rooftop pavilion overlooking the Hudson River. Experience in corporate and non-profit meeting and event planning will be critical for the profile of the events we anticipate hosting in the expansion spaces. The functions of the Event Solutions Manager, Special Events are as follows:

- Provide dedicated operational and logistical direction to assist the customer prior to and throughout the entire Event period;
- Advise event management and exhibitors on the Javits Center's policies and work rules and trade jurisdictions of various collective bargaining agreements;
- To obtain, organize, and assist in preparing and distributing detailed event communications to the various internal departments and event vendors in a timely manner prior to each event;
- To ensure compliance with the New York City Fire Code during event move-in, duration and move-out;



JAVITS
CENTER®



- Liaison with various entities including Public Safety, Event Security, House Operations and Labor and Electrical Solutions;
- Ensure that all customer requirements are met for meeting rooms, special events, show floor and public space;
- Calculate and distribute event organizer Net Square Footage exhibit space usage reports;
- Provide information on building procedures, track compliance with lease terms and insurance certificates;
- Provide customer feedback to related departments and management;
- Execute other duties and responsibilities that may be assigned by the VP of Set-up and Event Solutions; and
- Provide world class customer service to our internal and external customers.

POSITION SPECIFICATIONS

- Minimum of 3 years of experience in the Special Events/Trade Show industry. Special Event/Gala experience strongly preferred;
- Excellent communication and customer service skills;
- Detail-oriented and has 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; and
- Database experience.

SPECIAL CONDITIONS OF POSITION

- This position requires significant work commitment and hours that include evenings, weekends and holidays in a fast-paced environment; and
- Able to stand for extended periods of time, walk throughout a multi-level facility bordered by West 34th Street and West 40th Street and 11th and 12th avenues.