



Position Title: Director of Set-up Solutions

Department: Set-up Solutions

Supervisor: Vice President of Set-up & Event Solutions

Applicants can submit a resume via e-mail to career@javitscenter.com

The Javits Center has been 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 Director of Set-up Solutions will report to the Vice President of Set-up & Event Solutions to oversee a department tasked with the setting up and the dismantling of all Javits Center owned and rented furniture in indoor and outdoor event spaces located throughout the 3.3 million square foot facility. From trade shows to galas, and with events of every size and type in between, the Director of Set-up Solutions, will work closely with the Vice President of Guest Services, the Senior Director of Environmental Solutions, Events Solutions Managers, the Sales Solutions team, Cultivated (our food and beverage service partner), other support departments and our customers, will play a crucial role in ensuring that these sets are in place on time and in event ready condition. The Director of Set-up Solutions will be responsible for the care and upkeep of our extensive/precious inventory of tables, linens, chairs, podiums, risers, and stage decking. The person in this role is a leader, a highly focused strategist always planning the next move/the next set and someone able to juggle the needs of multiple internal and external customers in simultaneous fashion. The Director of Set-up Solutions is imbued with a sense of "Yes! I can help" at all times.

Key Job Accountabilities:

- Ensuring departmental compliance with all health and safety standards.
- Organizing and maintaining the back of the house storage areas to ensure a productive, safe and energy conserving work environment.
- Creating diagrams for functions based on function sheet specifications.
- Making decisions on the spot using sound judgment and coordinating the movement of equipment to multiple locations.

- Conducting post-event debriefings to evaluate successful elements and challenges encountered, incorporating that information into the planning and execution of subsequent events.
- Overseeing the planning, coordination of various types of sets from floor plans, set up specification and the ability to maximize the room sets.
- Ensuring compliance with FDNY/ New York City fire codes during the license period of each event.
- Monitoring furniture and equipment inventories as well as maximizing furniture and equipment storage and maintenance opportunities.
- Creating set-up invoices for each event, tracking all change orders, and submitting all billing information to the Event Solutions team.
- Ensuring a complete and accurate coding/accounting of all expenses and the capturing of all revenue opportunities.
- Reinforcement of established “best” work practices as well as the development and implementation of “next” work practices.
- Tracking/documenting performance trends as part of an overall quality assurance program.
- Scheduling of managers, and supervisors for up to three shifts per day.
- Scheduling of departmental project work.
- Conducting staff meetings as required.
- Adhering to, event specific and departmental budgeting.
- Playing a role in our sustainability efforts as we look to achieve an event related goal of zero waste before the end of this decade.
- Other tasks as required.

Qualifications:

- **Fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 recommended by health officials during your employment.**
- **Must work full-time onsite at the Javits Center.**
- College degree preferred.
- Minimum of 5+ years of managing/supervising in event or hospitality venues.
- Excellent communication skills.
- Ability to create floor plans of meeting room/event space sets utilizing software such as All Seated.
- Proficient in all MS Office Suites-Excel, Word, PowerPoint, and Outlook.
- Database experience.
- Ability to stand for extended periods of time and walk throughout multi-level facilities bordered by 34th Street and 40th Street and 11th and 12th Avenues for long periods as required.
- Ability to prioritize, delegate and follow through on commitments.



- Flexible Mindset.

Special Conditions of Position:

- Pre-pandemic, the Javits Center was, and we expect to be again, the busiest convention center in the United States (and all of this was before the addition of our 1.2 million square foot expansion that includes the largest “gala ready” special event space in the Northeast). This position requires a significant commitment of time against a backdrop of a fast-paced environment-work days can and do include extended hours, early morning starts, evening and overnight work, weekends, and holidays.

The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, 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, pass service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATIN IS AN EQUAL OPPORTUNITY EMPLOYER