



Position Title: Event Solutions Manager

Department: Event Solutions

Supervisor: Vice President, Event Solutions and Set-Up

Applicants can submit a resume via e-mail to careers@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 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.

Key Job Accountabilities:

- Obtain, prepare, and distribute detailed event resumes internally and to show vendors.
- Mentoring and education of 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 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
- 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

Qualifications:

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



- Minimum of 3 years of experience in the Trades Show/Events Industry
- 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 – 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 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 CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.