



**Position Title:** Sales Manager

**Department:** Sales & Marketing Solutions

**Supervisor:** Director of Sales & Marketing

**Applicants can submit a resume via email 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 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 Sales Manager is responsible for soliciting and developing new business that fulfills the Center's mandate, i.e., shows that generate hotel room nights, gross/net square footage for the Center and that can contribute significantly to the economic impact of City and State of New York. The Sales Manager is also responsible for account servicing which includes all changes to event requirements each year and licensing each future event (account maintenance).

The hiring range for this position is \$85,000.00 - \$95,000.00 annually (paid on a bi-weekly basis). The base rate of pay offered will be dependent upon candidates' relevant skills and experience and does not reflect other components that make up the total rewards package for the position.

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.

### **Duties and Responsibilities:**

- Solicit and meet with prospective international and national convention and trade show clients to sell the space and services of the facility.
- Respond to sales inquiries from potential clients and customers regarding event space.
- Conduct site inspections of the facility.
- Determine client needs and prepare proposals based on those space requirements.
- Develop and maintain positive relationships with clients.



- Prepare contracts & addendums.
- Liaison between client and Event Solutions team to assure comfortable turnover from the Sales Department to the Service Departments.
- Prepare reports and projects for the Director of Sales and Marketing.
- Assist in the preparation of special projects and special events.
- Assist with event budget estimates.
- Develop and maintain positive relationships with NYC & Company, as well as local hotel community sales departments.
- Attend industry functions as necessary, some travel required.
- Follow up with clients on outstanding licenses, payments, surveys, etc.
- Manage client/event information and data in EBMS.
- Attend event planning meetings as needed.
- Service existing customers.
- Partner with operations departments to ensure full participation in servicing accounts.

### **Required Qualifications:**

- Minimum of 5 years' experience in venue sales handling large scale tradeshow and conference events.
- BA or MBA in Business or Marketing (years of experience can supersede education requirements).
- Ability to work cooperatively and effectively with others in the accomplishment of joint tasks and common objectives.
- Ability to communicate effectively both orally and in writing.
- Demonstrated a high level of proficiency in the Microsoft suite of applications such as Word, Excel, PowerPoint, and Outlook.
- Strong and consistent ability to prioritize activities and handle multiple responsibilities within a specified time frame.
- Ability to work flexible hours, to include evenings, weekends, and holidays as dictated by the needs of the business.

*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.*