



**Position Title:** Communications Manager

**Department:** Communications Solutions

**Supervisor:** Vice President of Communications & Guest Experiences

**Applicants can submit a resume via email to [careers@javitscenter.com](mailto:careers@javitscenter.com)**

The Javits Center (NYCCOC) 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 Communications Manager will coordinate the development and implementation of communications and marketing strategies at the Javits Center, including story development, digital content management, and the creation of promotional materials and events. In this role, a qualified candidate would work with business clients, government stakeholders, and community members to communicate the impact and importance of the venue's operations.

The hiring range for this position is \$75,000.00 - \$80,000.00 annually (paid on a bi-weekly basis). The rate of pay offered will be dependent upon the candidate's relevant skills and experience.

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.



### **Key Job Accountabilities:**

- Implement new branding campaigns that include customer and employee outreach vehicles, photography, videography, and social media networks.
- Manage relationships with mainstream and trade media outlets.
- Serve as a liaison among event managers, exhibitors, government stakeholders, community and business leaders, and outside vendors performing work on behalf of the Javits Center.
- Manage, monitor, and facilitate the projects and activities of the Communications Solutions unit, including but not limited to, website development, marketing and promotional materials, social media, and executive presentations.
- Develop original and creative content for multiple communication vehicles, including newsletters, brochures, websites, and social media networks.
- Manage the Javits Center's Corporate Social Responsibility Program, including the new Ambassador program that provides public tours of the six-block campus and the Javits Juniors Scholarship Program that facilitates the award of college scholarships to local high school students.
- Draft press releases, press advisories, and presentations for executive staff.
- Interact with the Governor and other elected official's offices.
- Work closely with senior executives to develop business reports, presentations, and other consumer-facing content.
- Assist with public events, such as news conferences and agency ceremonies.

### **Required Qualifications:**

- Bachelor of Arts degree in communications, public relations, journalism, or marketing and/or at least two years of experience in the field.
- Superior writing and editing skills.
- Experience in developing communications and marketing strategies.
- Experience in social media content development and management.
- Experience in crisis communication, public policy, and government affairs.
- Experience in managing budgets and work of outside vendors.
- Proficiency in Microsoft suite of applications such as Word, Excel, and PowerPoint.
- Proficiency in Adobe Creative Suite of applications such as Photoshop, Illustrator, and InDesign.
- Experience creating graphics for web, social media, and printed materials.
- Strong and consistent ability to thrive in a deadline-driven environment, prioritize activities, and handle multiple responsibilities within a specified time frame.
- Ability to work flexible hours when circumstances require.



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*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.*