



Position Title: Event Solutions Coordinator

Classification: Non-exempt

Department: Event Solutions

Supervisor: Director, Event Solutions

Applicants can submit a resume via email to 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 billions of dollars in annual economic activity for New York City and New York State, supporting thousands of 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 meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

Position Summary:

This is an entry level position. The Event Solutions Coordinator supports the Event Solutions Managers and serves as a liaison between all cross functional teams that handle event related operations including, Sales & Marketing, House and Show Electric, Plumbing, Safety & Security, Set-Up and Environmental Solutions. The Event Solutions Coordinator will provide logistical support to internal teams by coordinating all aspects of interdepartmental events as it relates to in-house events and small-scale events. This role provides both work assignments and training opportunities in event planning operations.

The hiring range for this position is \$23.07 - \$25.64 hourly. 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.

Essential Functions:

- Liaise and collaborate with various teams to streamline event logistics from set-up through the duration of the event, and the breakdown of in-house events and small-scale events.
- Using the Center's unique database order entry system, to track, enter, generate reports, and process set-up specifications, including billable hours, furniture, and other set-up requests for each event and customer.
- Prepare and circulate in-house event resumes for internal meetings, conferences, and trainings.
- Provide assistance, information, and guidance to customers over the phone and via email regarding the Center's policies and work rules.
- Collaborate with internal departments regarding event operations.
- Organize meetings and provide support to the Event Solutions team.
- Assist and oversee the completion of assigned special projects.
- Serve as backup to admin support staff as needed.
- Execute other duties and responsibilities as assigned by the Director of Event Solutions.

Qualifications:

- Minimum of 1-2 years of experience and/or a strong interest in event planning.
- Excellent communication and customer service skills.
- Detail-oriented with 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.

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.