

Specialist – Client Events

Department: Events

Organizational Relationship: Reports to the Manager – Client Events

FLSA Status: Non-Exempt

Last Updated: October 28, 2024

General Summary:

The Client Events Specialist is responsible for supporting events, seminars, and conferences.

Essential Duties and Responsibilities:

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Supports multiple event projects, in collaboration with other team members, from initial conception to onsite execution
2. Oversees the management of hospitality tickets, including liaising with vendors, contracting tickets and communicating logistical information to stakeholders
3. Ensures goals and objectives of department are met; ensures that all tasks and duties completed are done within the firm's set guidelines and policies
4. Proactively coordinates various aspects of the event lifecycle, including planning meetings, checklists, budgets, expense processing, vendor management, onsite and virtual platform management, data management, post-event analysis
5. Keeps consistent and accurate records of market event data for reporting and tracking purposes
6. Curates targeted invitations lists for each event, working closely with stakeholders and e-marketing team
7. Researches venues for dinners, social gatherings, and other events
8. Prepares summaries of appropriate venues, availability, costs and capacities
9. Drafts event communications and collateral that align with firm branding; designs/builds registration sites for events
10. Organizes room and equipment bookings for external and in-house events; liaises with internal support functions as appropriate for events held in-house, leveraging internal networks to assist in the execution of events
11. Continuously stays abreast of event best practices as well as market and industry trends
12. Researches industry-specific events and monitors competitors' event programs; maintains a calendar of events for both internal and external events

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13. Performs other tasks and duties as may be required from time to time
14. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree or equivalent required

Work Experience

- A minimum of three years' experience at a professional services organization required
- Experience with Cvent is preferred

Knowledge, Skills & Abilities

- Good communication skills, both written and verbal
- Ability to work in a team environment with a customer-service focus
- Strong attention to detail, even under pressure
- Superior organizational skills to manage multiple events at one time
- Ability to work with staff and manage client expectations
- Ability to handle confidential and sensitive information with appropriate discretion

Additional Requirements

- Occasional travel required

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.