

# EST Senior Manager – Internal Events

**PeopleSoft Job Code / Title:** 7118 / EST Senior Manager  
**Department / Subdepartment:** Events, Sponsorships & Travel / Events  
**Organizational Relationship:** Reports to Director  
**FLSA Status:** Exempt  
**UCM Level:** Level 6  
**Last Updated:** September 28, 2026

## Department / Subdepartment Overview

Events, Sponsorships and Travel are a global team delivering impactful and innovative event, sponsorship and travel services to external and internal clients.

## Role Overview

The EST Senior Manager – Internal Events is responsible for developing, implementing, and overseeing event strategy and event execution for internal events.

## Essential Duties and Key Responsibilities

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

1. Works with key stakeholders to define event strategy that aligns with firm objectives
2. Manages and coaches a team of event professionals responsible for designing and delivering best-in-class events
3. Pro-actively manages the entire lifecycle of large-scale events, including defining event objectives, leading planning meetings, checklists, venue sourcing, hotel and vendor management, onsite and virtual platform management, attendee communication, registration site development and mobile app, entertainment, activities, décor, transportation, data management, post-event analysis
4. Develops and refines event processes to maximize team's efficiency and effectiveness
5. Drives initiatives to achieve maximum cost savings and deliver return on investment
6. Collaborates generously across business services to attain alignment across all events and ensure compliance and risk guidelines are adhered to
7. Identifies trends and opportunities using event data
8. Continuously stays abreast of event best practices, market and industry trends, and new event locations
9. Manages special projects as needed
10. Generates performance evaluations and recommends salary increases, working with Human Capital & Talent to recruit, hire, train, coach, and manage the performance of employees
11. Promotes effective work practices, works as a team member, and shows respect for co-workers.

## Knowledge, Skills & Abilities

- Excellent leadership skills (e.g., organizing, planning, problem-solving and decision-making) necessary for effective management and strong analytical skills needed for all primary duties of position, including comprehending, analyzing, and communicating data
- Organizational skills and project management skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to think creatively and provide strategic support to senior management

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- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus
- Good communication skills, written and oral
- Knowledge and proficiency in PC Applications including Excel and Word
- Ability to handle confidential and sensitive information with the appropriate discretion
- Ability to develop alternative solutions and plans as needs arise
- Attention to detail for all projects as well as keeping the bigger picture as the common end-goal

## Position Specifications

### *Typical Experience*

- Typical years of relevant experience: a minimum of twelve years' event experience required
- Typical years of cumulative experience: a minimum of twelve years

### *Education*

- Bachelor's degree or equivalent required

## Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- 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.