

# Manager - Client Events, US

**Department:** Events, Sponsorships & Travel

**Organizational Relationship:** Reports to level 5 or higher

**FLSA Status:** Exempt

**UCM Level:** Level 4

**Last Updated:** March 16, 2026

## General Summary:

The Client Events Manager is responsible for planning, managing, and executing client-facing events and experiential opportunities. This role partners closely with attorneys, business development, and marketing stakeholders to deliver high-quality events that support client engagement, business development, and brand objectives. In addition to the duties and responsibilities listed below, they may be required to perform other duties.

## Essential Duties and Responsibilities:

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

1. Owns and leads the end-to-end strategic planning, execution, and evaluation of a portfolio of client events, including seminars, conferences, sponsorships, and hospitality experiences.
2. Acts as a strategic advisor to partners and senior stakeholders on event strategy, format, audience targeting, and execution.
3. Partners with Business Development colleagues to understand key strategic objectives across practices, industries, and markets, and curate event strategies that align with and deliver against those overarching goals.
4. Provides senior-level oversight of event logistics and execution on-site and during the planning process, proactively identifying and resolving risks or issues.
5. Leads event budgeting and financial oversight, including budget development, spend tracking, vendor negotiations, and post-event ROI reporting.
6. Partners with Business Development, Brand & Communications, and other internal teams to ensure consistent branding and integrated communications.
7. Analyzes event performance and trends, delivering insights and recommendations to senior leadership to continuously improve the events program.
8. Serves as a point of escalation for complex or high-profile events, managing stakeholder expectations and ensuring successful outcomes.
9. Oversees vendor and venue sourcing, contracting, and relationship management to ensure quality delivery and favorable commercial terms.
10. Establishes and enforces best practices, processes, and tools for event planning, administration, and data management.

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11. Manages, coaches, and helps to develop Client Events team members (as appropriate), including assigning work, setting priorities, and providing ongoing feedback and support.
12. Acts as a mentor and liaison to the EST colleagues; works with EST leadership to provide training and professional development to EST team members.
13. Promotes effective work practices, works as a team member, and shows respect for co-workers.

## Knowledge, Skills & Abilities

- Good communication skills, both written and verbal.
- 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.
- Strong attention to detail, even under pressure.
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines.
- Ability to work with staff and manage expectations.
- Ability to handle confidential and sensitive information with appropriate discretion.
- Knowledge and proficiency in PC applications required, including MS Word, Excel, and PowerPoint.
- Knowledge of Cvent or other event management software.

## Position Specifications

### *Work Experience*

- Years of Relevant Experience: a minimum of six years' experience in a law firm or other professional services firm preferred
- Years of Cumulative Experience: a minimum of seven years

### *Education*

- Bachelor's degree or equivalent required
- Events qualification preferred

## 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
- Occasional travel is 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.