

Senior Specialist – Client Events

PeopleSoft Job Code / Title:	7115 / EST Senior Specialist
Department / Subdepartment:	Events
Organizational Relationship:	Reports to the Manager – Client Events
FLSA Status:	Exempt
UCM Level:	Level 3
Last Updated:	September 6, 2024

General Summary:

The Senior Specialist – Client Events provides assistance to the Manager – Client Events to run a successful events program. 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. Leads the organization of events, which involves working independently on projects as well as working with the Manager – Client Events to initially plan, project manage, and attend events
2. Drafts budgets for events, seminars, and corporate hospitality and maintains a record of expenditure throughout each event project
3. Works closely with the Manager – Client Events to process expenses associated with events and report on ROI captured by producing post-event reports
4. Coordinates general event planning administration, including sourcing relevant materials, preparing delegate lists, issuing invitations, preparing mailshots and working with the InterAction team on client mailings, processing RSVPs, and creating name badges, etc.
5. Leads the development and execution of internal communications, including relevant event communications
6. Works closely with partners and fee earners in the preparation of seminar materials, e.g. slides and handouts
7. Works closely with the Brand and Communications team to create brand identity and ensure PR campaigns are being delivered where appropriate
8. Administers events through event-specific systems; ensuring that data is kept up to date and tagged appropriately
9. Manages the setup of events and seminars and meets and greets visitors and delegates on site at events
10. Researches industry-specific events and monitors competitors’ event programs; maintains a calendar of events for both internal and external events
11. Sources venues for events and liaises with venue managers
12. 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
13. Ensures best practice across all events to maintain the high quality service our clients expect
14. Assists with and potentially leads special projects when necessary
15. Performs other tasks and duties as may be required from time to time
16. 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; with the ability to interact and communicate effectively with clients and staff 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 client expectations
- Ability to lead small, cross-disciplinary teams
- 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 event-specific systems, such as Cvent, Interaction and Vuture

Position Specifications

Education

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

Work Experience

- A minimum of five years' experience in a business development or marketing role required
- Professional services environment experience 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 required
- Occasional 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.