

Specialist – Client Hospitality & Dining

PeopleSoft Job Code / Title: 7114 / EST Specialist
Department / Subdepartment: Events, Sponsorships & Travel / Events
Organizational Relationship: Reports to level 3 or above
FLSA Status: Non-Exempt
UCM Level: Level 2
Last Updated: July 17, 2026

Department / Subdepartment Overview

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

Role Overview

The Specialist – Client Hospitality & Dining is responsible for supporting small-scale dining, reception or ticketed events.

Essential Duties and Key Responsibilities

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

1. Manage logistics, from initial conception to onsite execution, of small-scale events within a pre-determined budget threshold and specific attendance parameters
2. Collaborate with other internal support functions to oversee the execution of events with strong attention to detail and a focus on best practices
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; prepares summaries of appropriate venues, availability, costs and capacities
8. Drafts event communications and collateral that align with firm branding; designs/builds registration sites for events
9. Continuously stays abreast of event best practices as well as market and industry trends
10. Performs other tasks and duties as may be required from time to time, including but not limited to: overseeing the management of hospitality tickets, vendor management, and assistance with in-house events as needed
11. 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
- 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
- Knowledge of event-specific systems, such as Cvent

Position Specifications

Typical Experience

- A minimum of three years' experience at a professional services organization required

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 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.