

New York Events Manager (FTC – 12 months)

Firm Summary

White & Case is an elite, global law firm serving leading companies, financial institutions and governments worldwide. Our long history as an international firm means we are perfectly placed to help our clients resolve their most complex legal challenges, wherever they may be.

With lawyers operating from more than 40 locations, working in virtually every country of the world, we have invested heavily in building a high-quality, full-service practice competing at the top of the market. We are distinguished by our on-the-ground presence in the world's key financial markets and our strengths in handling complex cross-border work.

It's not just about our global organization of offices; it's the global interconnectedness of the Firm that our people, and our clients, value most. We work well together across geographic and practice boundaries. It's one of the reasons we attract and retain cross-border work and why we attract a diverse group of people.

Our lawyers are globally minded, enterprising, collaborative and committed to excellence. Diversity is a core value of our Firm and it has been recognized with numerous awards and top rankings around the world. Our people represent 90 nationalities and speak 80 languages.

Position Summary

This contract role will provide senior-level operational support during the Americas Senior Events Manager's leave of absence, leading the planning and delivery of the New York events program and supporting priority events across the Americas. The role will take ownership of high-profile, large-scale client and internal events across virtual, in-person and hybrid formats, working closely with Business Development teams, partners, senior operational managers and external suppliers to deliver hospitality and event opportunities that advance the Firm's client relationship, profile-raising and business-development objectives. While the role will not have direct reports, it will provide day-to-day coordination, guidance and operational leadership to Event Coordinators, Specialists and regional colleagues, while overseeing event planning, budgets, stakeholder communications, reporting and return-on-investment analysis in accordance with Firm best practices.

Our Business Development and Marketing Team

Our Business Development and Marketing Team is at the forefront of our realizing our vision of profitable growth, engaged people and outstanding client relationships.

We are committed to growing and developing relationships with some of the world's most respected and well-established institutions and businesses, as well as startups, governments and state-owned entities. What unites our global team is our focus on understanding our clients' businesses, priorities and ambitions and proactively anticipating challenges as well as opportunities. With a keen understanding of the commercial drivers influencing both our sector, as well as that of our clients, we draw on the Firm's history of pioneering work and agile problem solving to navigate the complex environments in which we operate.

Along with colleagues across the world, especially those in our Communications and Creative teams, we work together to deliver significant growth across a core group of large client accounts, both in terms of global revenue and breadth of relationships. We know how to bring the best of the Firm's global experience, local insight, practice expertise and industry knowledge to our clients.

Notably diverse and multicultural, our team members share an international outlook and are collaborative and energetic. You will be joining both a high performing but also collegiate team and can expect to contribute to projects and initiatives with global impact from day one.

Duties and Accountabilities

- Lead the planning, preparation and delivery of New York and broader Americas events, including virtual, in-person and hybrid programs, with particular responsibility for high-profile and large-scale events during the Americas Senior Events Manager's leave of absence.
- Serve as the principal day-to-day events lead for New York, ensuring the timely and high-quality execution of the Firm's events strategy and annual events plan.
- Act as a key point of contact for Business Development teams, partners, internal stakeholders and external vendors in relation to major New York and Americas events.
- Provide operational leadership, guidance and coordination to Event Coordinators and other events team members, without direct line-management or performance-management responsibility.
- Coordinate team workloads, event priorities and resourcing across the New York events program, identifying potential delivery risks and escalating strategic, budgetary or complex matters to the appropriate senior stakeholders.
- Take ownership of the end-to-end project management of large-scale events, including development of project plans, timelines, run-of-show documents, stakeholder communications and post-event debriefs.
- Partner with Business Development teams and key stakeholders to set event objectives, define measures of success and assess return on investment following events.
- Manage event budgets, including tracking expenditure, forecasting costs, supporting vendor negotiations and preparing budget reports for relevant stakeholders.
- Produce and maintain event ROI data, event reporting and related management information for key stakeholders.
- Establish, maintain and promote consistent event-management processes, templates, tools and best practices across the New York events program.
- Work closely with senior operational managers, Global Event Director, to support efficient delivery, knowledge sharing and alignment with Firm-wide standards.
- Support office-management initiatives relevant to events, including implementation of best practices, annual planning and coordination of office-wide event activity.
- Lead or contribute to special projects and departmental initiatives, including venue research, supplier engagement and industry networking to identify new ideas and opportunities.
- Coordinate the maintenance of regional events data and reporting, including mid-year and year-end fact packs, to ensure information is complete, accurate and up to date.

Qualifications

- A bachelor's degree is required; an advanced degree is preferred
- 7+ years of work experience in events and hospitality
- Strong time management skills, ability to stay calm under pressure when juggling multiple tasks
- Driven by professional growth
- Strong professional presence
- Team player
- Strong judgement
- Proactive, resourceful, takes initiative
- Resilience in dealing with change
- Excellent verbal and written communication skills
- Ability to work with all levels of staff and management as well as with the Firm's clients
- Excellent negotiation and vendor management skills working with internal and external vendors (i.e., hotels, transportation companies, caterers, etc.)
- Excellent attention to detail, organization and project management skills
- Strong budgeting, research, and analytical skills
- Ability to take initiative, assume responsibility and work independently on multiple tasks in a fast-paced environment as well as work effectively within a team
- High level proficiency in Microsoft Office Suite
- Willing to think outside of the box
- Able to work in a high paced environment, managing multiple facets – not just related to events
- Willing to work on projects that are related to the firm's growth and strategy
- Must be able to travel, work mornings and weekends

Location and Reporting

- This is a hybrid in-office role based in our New York office.
- This role reports to the New York Events Manager.

The Firm may modify and amend this job description at any time at its sole discretion.

¹The above is a general description of the essential duties associated with this position and does not represent an exhaustive or comprehensive list of all duties.