

# Davis Polk

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## Job Description

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<b>Job Title</b>	Coordinator, Events
<b>Location</b>	New York
<b>Department</b>	Business Development
<b>Reports to</b>	Manager, Events
<b>Exempt/Non-Exempt</b>	Non-Exempt
<b>Work Schedule</b>	Monday through Friday, 9:30 am to 5:30 pm (overtime as required).
<b>Position Summary</b>	The Coordinator, Events works with the Events team to showcase the firm's expertise through a variety of networking, partnering and client appreciation events.
<b>Essential Duties and Responsibilities</b>	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>— Plan and coordinate all logistics related to Firm-sponsored events including conferences, seminars, roundtables, dinners, receptions and activity-based events for clients/prospective clients and lawyers. This includes overseeing all aspects and logistics of the event such as site selection, contract negotiation, menu selection, audio visual, development of invitee lists, management of the invitation process, event materials, onsite staffing and logistics, transportation and post-event follow-up.</li><li>— Develop working relationships with venues, event contacts and site vendors.</li><li>— Research appropriate venues at various locations, primarily in New York City.</li><li>— Assist with coordination of client and internal gifting and corresponding activity tracking.</li><li>— Oversee the client and lawyer holiday gift programs; gift sourcing and distribution of firm gifts.</li><li>— Maintain venue database, firm wide events calendars and spreadsheets.</li><li>— Selection and booking of appropriate venues, handle menu selection, relevant details and venue decor and florals.</li></ul>

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- Assist with on-site event coordination and post-event follow-up as necessary.
- Assist in obtaining contracts and pricing at various venues.
- Assist team with allocating tickets and menu selection for the firm's Madison Square Garden Suite.
- Execute electronic invitation development, invitee and mailing lists, and track RSVPs.
- Coordinate logistics with internal Conference Services Department including room and food set-ups, AV, coat check, etc.

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**Qualifications/Position Requirements**

- Strong interpersonal skills, excellent oral and written communication skills, and research abilities are fundamental.
- Very strong attention to detail and excellent organizational skills.
- Ability to handle and prioritize multiple projects and deadlines.
- Ability to work effectively with clients, lawyers and staff at all professional levels to implement marketing goals and objectives.
- Highly professional demeanor, good judgement and can work autonomously.
- Must be available and flexible to work overtime and evenings when needed.
- Strong computer skills, including knowledge of Microsoft Suite and PowerPoint.
- Knowledge of InterAction and Vuture preferred.

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**Education and/or Experience**

- Bachelor's degree from a four-year college or university.
- At least two years' experience (excluding internships) in event planning or relevant professional environment required.
- Law firm and/or financial or professional services experience is preferred.

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**Compensation**

Commensurate with experience

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