

May 31, 2018

Event Management Support Associate

Department: **Strategy & Corporate Development**

Reports to: **Vice President**

Location: **Chicago, IL**

Contact: **Human Resources (careers@gcmllp.com)**

SUMMARY

The Event and Conference Management team sits within the Strategy & Corporate Development group. The team supports the Firm on all internal and external events, ranging from 10 – 850 attendees. As a firm, we are highly committed to creating the best interactive experience for employees and current/prospective clients, and the team plays a key role to champion that mission.

As a Support Associate for the team, you will gain broad exposure to areas such as budgeting, event marketing, logistics management, project management, pre-planning, and on-site logistics.

RESPONSIBILITIES

The individual will be involved in the following critical activities:

- Manage conference support activities by liaising with Business Development, Marketing, and Event and Conference management teams.
- Work with legal to process approvals for internal speakers and sponsorship agreements.
- Manage calendar of GCM Grosvenor sponsored and hosted events.
- Manage branded materials inventory and exhibitor supplies through online portal.
- Assist with prospective venue outreach and review of proposals using concession terms analysis.
- Participate in site visits as needed, providing team with venue floorplans, cost information, and availability for future reference.
- Assist with reviewing contracts, BEOs, rooming list, and all relevant event documents as it pertains to the hotel/venue.
- Assist with speaker management by coordinating logistics with speakers bureau, advancing the speaker(s) team, and on-site point of contact.
- Working closely with Investments and Business Development teams to maintain accurate invitation list.
- Assist in creating external communications schedule for large scale conferences and events.
- Participate in advance walk through and prep meetings with venue staff.
- Manage invoice process with accounts payable team and maintain budget updates.
- Assist with the ideation and implementation of event décor and branding, including: floral, printed materials, lighting, linens, signage creation and installation, A/V, etc.

EDUCATION, SKILLS AND EXPERIENCE REQUIREMENTS

The ideal experience and critical competencies for the role include the following:

- BA/BS with a concentration in Business Marketing, Hospitality Management, Tourism, Business Administration, Communication or related field.
- 2 – 3 years of experience in a role with a high degree of project management exposure. Prior event management experience a plus.
- High degree of integrity and the ability to recognize the requirements of confidentiality.

(GCM Grosvenor reserves the right to add to, delete, change or modify the essential duties and requirements at any time. Other functions may be assigned to the position at GCM Grosvenor's discretion.)

If interested and qualified for this position, please notify Human Resources.

EQUAL OPPORTUNITY EMPLOYER M/F/D/V

- The ability to adapt quickly to changing priorities and interact with all levels of management and associates.
- Excellent communication (both verbal and written) and interpersonal skills; able to effectively communicate with peers, senior management and external parties.
- Ability to manage a significant number of projects simultaneously, and ability to thrive in a dynamic and fast paced environment.
- Outstanding time management skills; ability to respond to challenging requests, handle tight deadlines and last minute requests.
- Demonstrated team player, self-starter, and independent thinker.
- The ability to take control and manage tasks independently to closure.
- Attention to detail and concern for quality of final product and ability to balance that concern with deadlines.
- Familiarity with Microsoft Office (Word; Excel; Outlook; Power Point) and Salesforce.
- Ability to travel periodically and work outside of traditional working hours when on-site supporting an event.

In terms of cultural fit, the successful candidate will be self-motivated and energized by working amongst a group of thoughtful, smart and successful colleagues. He or she will enjoy being part of an organization focused on excellence and will be a naturally collaborative person who enjoys interacting with individuals at all levels. Additionally, he or she will be a strong team player with a proactive approach and the ability to exercise discretion and judgment.

HOW TO APPLY

Interested candidates should submit a letter of interest along with a resume to careers@gcmllp.com. Please reference “**Event Support Associate #101361**” in the subject line of the email.

ABOUT THE FIRM

GCM Grosvenor is a global alternative asset management firm with approximately \$50 billion AUM in hedge fund strategies, private equity, infrastructure, real estate and multi-asset class solutions. It is one of the largest, most diversified independent alternative asset management firms worldwide. The firm has core expertise in product and custom investment solutions. Its product solutions provide turn-key access to both diversified and specialized alternative investment portfolios. Its customized investment solutions give clients an active role in the development of their alternatives programs.

GCM Grosvenor has offered alternative investment solutions since 1971. The firm is headquartered in Chicago, with offices in New York, Los Angeles, London, Tokyo, Hong Kong and Seoul. GCM Grosvenor serves a global client base of institutional and high net worth investors.

For more information, visit www.gcmgrosvenor.com.

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