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Job Description

Job Title	Specialist, Multimedia
Location	New York
Department	Multimedia Services
Reports to	Supervisor, Multimedia
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday through Friday, 11:00 a.m. to 7:00 p.m. (flexibility required as schedule will change at times to accommodate department needs; overtime as required)
Position Summary	The Specialist, Multimedia provides users of the Firm with reliable communications by addressing all issues concerning the Firm's needs for audio, visual, video conferencing and multimedia. The Specialist, Multimedia provides assistance to other offices needing expertise in this area on an as need basis and performs other duties as required by the Firm.
Essential Duties and Responsibilities	Typical responsibilities include, but are not limited to, the following: <ul style="list-style-type: none">— Maintain a professional manner when working with clients and users— Setup/Break down of A/V equipment in conference rooms and event spaces— General AV Meeting Room Support— Quick response to emergency / ad-hoc requests from the Helpdesk— Ensure conference spaces are presentable and all equipment is working properly— Maintain, troubleshoot, and repair AV equipment— Conduct pre-event meetings with clients, meeting planners and vendors to ensure audio visual requirements are met for each event.— Scheduling and assigning daily A/V meetings and events to the other A/V group members— Execute other duties as assigned

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Qualifications/Position Requirements	<ul style="list-style-type: none">— Experience with web conferencing apps Zoom, Webex, etc..— Hands on experience in working and handling audio/visual equipment— Knowledge of nonlinear audio and video editing software Adobe Premiere Pro a plus— Knowledge of video conferencing and installed audio conferencing hardware— Experience with Crestron/Extron control systems and ClearOne DSP products preferred— Knowledge of PC/laptops in a LAN environment and other communication facilities— Basic understanding of networking— Knowledge of Windows and Mac OS— Knowledge of UTP and phone cabling— Excellent customer service skills— Excellent problem solving and troubleshooting skills— Strong analytical skills— Capable of grasping new concepts without prior experience— Detailed oriented person with the willingness to learn— Excellent interpersonal skills and patience working with others— Ability to travel or work overtime— Ability to lift or move equipment— Ability to manage a varied workload and meet deadlines— Must be punctual and reliable— Strong interpersonal skills— Must be able to work collaboratively with lawyers and staff, demonstrating strong teamwork and a positive attitude— Excellent written and verbal communication skills— Ensure confidentiality of all the Firm's and clients documentation and information
Education and/or Experience	<ul style="list-style-type: none">— Bachelor's Degree in technology or related field.— Prior multimedia experience, preferably in a large law firm or professional services environment.

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Compensation

Commensurate with experience

To Apply

Submit resume and cover letter to: hr.ny@davispolk.com

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.