

Davis Polk & Wardwell LLP (including its associated entities) is a global law firm with more than 900 lawyers in offices in New York, Northern California, Washington DC, São Paulo, London, Paris, Madrid, Hong Kong, Beijing and Tokyo. For more than 165 years, the firm has advised industry-leading companies and global financial institutions on their most challenging legal and business matters. Our firm is ranked among the world's preeminent law firms across the entire range of its practice and our lawyers are ranked in the top tier of their respective fields. Our non-legal professional staff share the same commitment to excellence and client service that has long been the hallmark of our firm.

Job Description

Job Title	Multimedia Specialist
Department	Multimedia Services
Reports to	Multimedia and Technical Support Manager
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday through Friday, 9:00 a.m. to 5:00 p.m. (flexibility required as schedule will change at times to accommodate department needs)
Position Summary	Provide users of the Firm with reliable communications by addressing all issues concerning the Firm's needs for audio, visual, video conferencing and multimedia. Provide assistance to other offices needing expertise in this area on an as need basis. Perform other duties as required by the Firm.
Qualifications/Position Requirements	<ul style="list-style-type: none">• 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 7 / Windows 10• 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

- College degree or relative work experience

Compensation

Commensurate with experience.

To Apply

Send cover letter and resume to Jackie Nunez, HR Manager, Jackie.nunez@davispolk.com

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.