

Multimedia Technical Support Specialist

Stearns Weaver Miller, a full-service commercial law firm serving clients throughout Florida, is seeking a full-time Multimedia Technical Support Specialist to work in our downtown Miami Office. The Multimedia Technical Support Specialist will be responsible to create and provide graphic and audio support to the various practice groups, including the litigation department. Learn more about us at stearnsweaver.com.

Responsibilities

- Provide courtroom / hot seat operation activities during trial, arbitrations, mediations, hearings, and client meetings.
- Create and design graphics and presentations which may include charts, floor plans, and site plans using tools such as PowerPoint and Photoshop
- Set up and test computer / AV equipment and presentation software in conference rooms, courtrooms, other off-site locations as well as virtually for various practice groups and marketing events
- Configure, manage, maintain and support all video conference technologies and AV equipment
- Record, convert and edit videos, create video clips, create DVD videos with menus and custom labels
- Convert images and documents to meet requested formats
- Design and develop dynamic, interactive and user friendly multimedia training solutions
- Test and provide recommendations regarding trial presentation software, AV equipment and graphic designs in connection with firm-related projects and events
- Stay abreast of new developments in litigation and AV software/hardware through literature, user groups and seminars
- Work with other IT staff to resolve issues and share knowledge
- Assist with other projects and tasks as assigned

Requirements

- Technical or Associate's degree in computer science, audio visual or related program preferred
- 3-4 years' work experience in multimedia; within a legal environment, a plus
- Must have advance knowledge of Adobe Creative Suite (Photoshop) and MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Knowledge of trial presentation software (i.e. Trial Director and OnCue)
- Familiarity with multimedia (audio/video) software/formats
- iManage/FileSite, a plus
- Proven teamwork and customer service-oriented skills with the ability to interface with staff at all levels
- Advance knowledge of multimedia design (digital, print and video)
- Strong technical and computer skills
- Demonstrated experience with troubleshooting hardware and software problems
- Advance knowledge of virtual teleconferencing platforms (i.e. Zoom, WebEx, Microsoft Teams, Skype)

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- Able to lift 65 pounds or more (printer, computer, etc.)
- Must be able to work independently in a fast paced work environment
- Ability to quickly adapt and provide innovative solutions
- Ability to organize, coordinate, prioritize assignments and anticipate resource needs
- Ability to work under pressure while handling multiple assignments
- Must be able to travel and work overtime including weekends and holidays depending on case load; flexibility is key
- Strong communication and writing skills are emphasized
- Must be extremely customer-service oriented

To apply, please email your resume and a brief cover letter to
Legalrecruiting@stearnsweaver.com indicating the title and office of the position in the subject

Stearns Weaver Miller is an equal opportunity employer and does not discriminate on the basis of an applicant's or employee's race, color, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, veteran status, marital status, citizenship, ancestry, pregnancy, familial status, actual or perceived status as a victim of domestic violence, dating violence or stalking, or any other legally protected status entitled to protection under federal, state, or local anti-discrimination laws.