LATHAM&WATKINS

Creative Specialist – Webcast and Podcast Production

Department: Technology and Information Services

Organizational Relationship: Reports to the Supervisor of Video Production

FLSA Status: Non-Exempt

Last Updated: July 24, 2024

General Summary:

The Creative Specialist – Webcast and Podcast Production is responsible for the technical production of webcasts and podcasts for the firm. They facilitate all technical aspects of live and recorded/on-demand webcasts and podcasts, including the in-office conference room/recording location setup, operation of AV equipment, and other related aspects of production. They coordinate with the firm's Webcast Manager and local technology teams to support the presenters and participants to ensure a smooth and professional performance. They also edit recordings using various software programs, including the Adobe Creative Suite of products.

Essential Duties and Responsibilities:

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.
1. Coordinates all aspects of the production from pre-production to post-production, including recording and editing programs
2. Directs participants for the desired response and performance, including setting up production hardware such as webcams and microphones, and providing best practices on hardware usage and composition, lighting, and audio considerations
3. Provides technical support to presenters and participants before and during the recordings and livestreams
4. Provides timely and proactive support to participants; troubleshoots technical issues; quickly diagnoses and resolves technical issues that may arise before or during recordings and livestreams
5. Assists with the maintenance and testing of remote recording equipment and software, including coordinating repairs and replacements
6. Researches and evaluates hardware and software in the market applicable to recordings, makes recommendations to the firm regarding new products
7. Maintains working knowledge of latest industry techniques and trends
8. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

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- High school diploma or equivalent required
- Bachelor's degree or equivalent preferred

Work Experience

- A minimum of four years' experience working in corporate podcast/webcast production required
- A minimum of four years' relevant experience working with media production, lighting and equipment required

Knowledge, Skills & Abilities

- Proficient knowledge in Adobe Creative Cloud suite of products (including Premier Pro), audio recording and editing software programs (such as Adobe Audition), AV hardware including webcams, microphones, digital recorders, and interface/mixers
- Ability to diagnose technical issues and test, recommend, and implement solutions
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus
- Ability to work independently and collaborate with a team
- Ability to multi-task in a fast-paced media production environment
- Strong communication skills, both written and verbal
- Strong organizational skills to manage time well, prioritize effectively, and handle multiple deadlines
- Proficient knowledge of audio recording and editing software programs such as Adobe Audition
- Knowledge of webinar programs such as ON24, Zoom, and Microsoft Teams
- Knowledge of PC applications, including MS Office.

Additional Requirements

- Occasional travel may be required

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required
- Lifting up to 50 lbs

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.