

# Trial Graphics Consultant

**Department:** Technology & Information Services

**Organizational Relationship:** Reports to the Manager of Enterprise Applications – Events and Trials

**FLSA Status:** Non-Exempt

**Last Updated:** June 7, 2024

## General Summary:

The Trial Graphics Consultant is responsible for providing graphics-related support necessary for arbitrations, hearings, and trials. The Trial Graphics Consultant uses their in-depth understanding of informational design to handle various aspects of trial graphics support, including creation of PowerPoint presentations, timelines, computer animations (2D and 3D), illustrations, and video editing. The Trial Graphics Consultant interacts with attorneys, paralegals, and support staff to create graphics that will be used at arbitrations, hearings, and trials.

## Essential Duties and Responsibilities:

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Provides on-site and remote graphics support to the firm's attorneys, paralegals, clients and staff
2. Works with the legal teams and Trial Technology Consulting team to discuss and define graphic support requirements as well as transform complex legal concepts into clear and persuasive visuals
3. Coordinates with Practice Support Services and Technology to obtain access to client-matter databases, images, videos, and other files for use in the creation of graphics
4. Collaborates with the Manager of Enterprise Applications for Events and Trials to liaise with third party vendors when external resources are required (e.g. creation of specialized graphics and animations, etc.)
5. Provides in-person support at arbitrations, hearings, trials, various projects,
6. Stays up to date with industry trends and technologies in graphic design and legal visualization
7. Works with Trial Technology Consultants to assess training and develop their skillset with graphics
8. Assists with marketing and promotion of firm internal trial resources
9. Maintains and updates the team's internal website ensuring it's a valuable resource for the firm
10. Assists Business Development and other departments as needed with graphics requests

©Copyright 2025 Latham & Watkins. All Rights Reserved.

# LATHAM & WATKINS

11. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Position Specifications

### *Education*

- High School diploma or equivalent required
- Bachelor's degree or equivalent in Graphic Design or related field preferred
- Certification in one or more of the following: Adobe Photoshop, Adobe Illustrator, InDesign, Microsoft PowerPoint preferred

### *Work Experience*

- A minimum of two years' experience working on legal graphics and familiarity with legal concepts and terminology required
- A minimum of two years' graphic design experience required
- A minimum of two years' law firm, legal vendor, or related practice experience preferred

### *Knowledge, Skills & Abilities*

- Advanced knowledge of design software including the Adobe Master Suite (Expert Level)
- Excellent written and verbal communication skills
- Ability to proof graphics for accuracy and quality as well as provide advice and recommendations to attorneys
- Ability to design and develop dynamic PowerPoint presentations and timelines that effectively communicate legal strategies
- Ability to manage multiple projects simultaneously in a fast paced and deadline driven environment.
- Ability to handle confidential and sensitive information with the appropriate discretion
- Ability to use independent judgment and discretion when making majority of decisions
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Attention to detail, strong project management skills, organizational skills and the ability to work under tight deadlines

### *Additional Requirements*

- Frequent 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.

### *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

# LATHAM & WATKINS

duties may be assigned, and requirements may vary from time to time, and from location to location.