Practising Law Institute

On–Call Multimedia Production Specialist

Practising Law Institute (“PLI”) is seeking an on-call Multimedia Production Specialist for its robust, Manhattan-based Multimedia Services team.

For over 80 years PLI has been the “gold standard” leader in continuing legal and professional business training education. With 250 employees in New York City and San Francisco, PLI holds over 400 live programs each year in state-of-the-art conference centers throughout the U.S. and abroad. Recent international seminar locations include London, Hong Kong and Brazil.

In addition to hosting innovative live programs, PLI streams webcasts and offers on-demand programs for thousands of participants each day. PLI publishes a range of legal Course Handbooks, has an award-winning eBook library, offers the nation’s leading preparation course for the Patent Office’s Registration Exam, and provides SEC compliance and accounting training through its SEC Institute. The organization also develops unique, inventive ways of learning through its Interactive Learning Center, and is deeply committed to the pro bono community, and public interest organizations.

Practising Law Institute seeks Multimedia Production Specialist to be available on an on-call basis. The incumbent must be technical in nature. This position is extremely complex and requires judgment on the Specialist’s part due to the fast nature of the live events that occur here. The Specialist is responsible for managing multiple projects and keeping them organized so others in the department can access them and quickly determine the production phase they are in.

Key Responsibilities:

- **Technical Director:** Cuts and directs the show for the room and web audience. Creates and tags lower thirds, syncs Powerpoint Events for Web Audience while closely working with a team of Multimedia Production Specialist to ensure that all audio visual components are implemented in such a way as to provide a solution that meets the demands and also the goal(s) of the particular event.

- **Audio Technician:** Mixes the show live and communicates with Floor Manager to provide the best sound for the in room audience and online audience. Set up and test Polycom Video Conferencing & Audio Conferencing as needed for remote participants. Loads presentation materials for the Faculty and monitors an inbox for last minute materials and updates.

- **Video Operator:** Syncs the Records with our Webcast Encoders. Logs Metadata Live with our Ingest Environment via Pipeline and catDV. Tags fields and creates subclips for product automation that creates our On-Demand Video Products through Vantage Media Encoder.

- **Floor Manager:** Sits In and monitors the live event and communicates with the Program Attorney and Faculty Members who are presenting. Load PowerPoint presentations as needed, go over microphone procedures. Be ready to assist Faculty if any technical difficulties arise during the live program.

- **Editing Software and MS Office**
• Equipment Maintenance: SOP & Logs
• Maintain relationships within the department and through the organization
• Maintain a professional Relationship with Supervisor, Online Manager and Director of MMS
• Maintain a professional relationship with Program Attorneys, Assistants, Online Content Specialist and Developers
• Maintain contact with Vendors and Engineers
• Other duties, as assigned.

There are no supervisory responsibilities with this position.

Qualifications and Requirements:

• 4+ years of production experience in entertainment, web, broadcast or cable television. Bachelor’s Degree in Video Production preferred.
• Proficiency is necessary in Microsoft Office & Adobe Creative Production Suite. Candidate must have the ability to edit, upload and display PowerPoint presentations.
• Must have “Live” corporate event experience.
• Must be able to work responsibly on own, but also to interact professionally with a wide range of internal clients.
• Panasonic CCU and Production Switcher Experience a plus.
• Squarebox CatDV & Telestream pipeline/Vantage Experience a plus but not necessary.
• Yamaha CL Series/Dante Audio experience a plus.
• Absolutely must display a willingness to juggle multiple projects and calmly meet challenging deadlines.
• Willingness to work overtime is required.

PLI offers market-competitive compensation and a generous benefits package, including medical, dental and vision plans for employees and their families, ample paid time off and holidays, summer Fridays, career development opportunities, and work-life balance initiatives. The PLI work environment is interesting, collegial, intelligent and encouraging.

Qualified applicants please send your resume and cover letter, including salary expectations, to hr2@pli.edu. Indicate the job title “On-Call Multimedia Production Specialist” in the subject line. Only those applicants who meet our requirements for this position will be contacted.

Practising Law Institute is an equal opportunity employer. More information about PLI may be found on our website www.pli.edu.