The Audio/Visual (A/V) Systems Specialist is responsible for assisting with installing, configuring, operating and maintaining audio/visual systems and services in the Washington DC office. The A/V Systems Specialist may also be asked to assist other Hogan Lovells US LLP offices with their A/V needs. This position reports to the Audio Visual Systems Supervisor. Effective communication and coordination with other departments, individual attorneys and staff members, clients, office administrators, and outside vendors and contractors is an essential part of this position.

**JOB DESCRIPTION**

- Assisting with the delivery, installation, operation and retrieval of audio/visual equipment for daily meetings and firm events in the DC office in accordance with the daily conference room schedule and just-in-time requests.
- Operating complex audio/visual systems integrated with video conferencing, projection, audio, video recording, playback and remote control devices.
- Assisting with the coordination of AV support for firm events held at public facilities, which may include interaction with vendors and other facility support staff.
- Operating video cameras to record firm programs and events; performing video and audio tape duplication, including media labeling and documentation
- Assisting with the implementation of new technologies, equipment, and network services related to video conference and audio/visual services firm wide.
- Assisting with identifying, troubleshooting, and resolving A/V equipment and connectivity issues.
- Assisting with maintaining a thorough inventory of A/V equipment and supplies, and monitoring the repair and replacement of non-working, damaged and/or obsolete equipment.
- Providing backup support for firm-wide multi-point video conferences, which may include consulting with attorneys, staff, clients, and vendors to determine requirements, and monitoring meetings as required.
- Interacting with partners, attorneys, support staff, office administrators, and clients, and providing individual instruction in equipment setup and operation when needed.
- Scheduling, launching, and troubleshooting web conferencing applications (e.g., WebEx).
- Installing, configuring, and troubleshooting desktop video conferencing applications (e.g., Cisco Jabber, Microsoft Lync).

## QUALIFICATIONS

- Ability to set up, interconnect and operate audio/visual equipment, including LCD projectors and screens, DVD-VHS decks, document cameras and computers.
- Ability to establish firm and client computer connections to the Internet and/or HL Global, and to upload and operate PowerPoint presentations.
- Ability to integrate meetings with web and audio conferencing.
- Ability to set up, interconnect and operate video and audio equipment, including digital video cameras, audio tape decks, audio mixers, microphones and public address systems.
- Ability to perform all functions related to DVD, VHS, DVCam and audio tape duplication, including basic editing and accurate media labeling.
- Ability to operate complex audio/visual systems integrated with video conferencing, projection, audio, recording, playback and remote control devices.
- Ability to operate portable videoconference equipment, establish point-to-point and multi-point connections, and interconnect auxiliary equipment such as computers and document cameras.
- Ability to identify, troubleshoot and resolve A/V equipment and connectivity issues.
- Ability to lift, transport and assemble audio/visual equipment.
- Excellent verbal and written communication, organizational, time-management and problem-solving skills.
- Good working knowledge of WebEx and other web conferencing applications.
- Effective use of Internet and Microsoft Office applications.
- A college degree is preferred. Experience can substitute for a degree.
- Minimum two years experience in A/V industry required.
- Major law firm experience will be an advantage.

## HOURS

Hours will be 9:00 a.m. to 5:30 p.m., Monday through Friday, with occasional overtime as required.

This job description sets forth the authorities and responsibilities of this position and may be changed from time to time as shall be determined.

Hogan Lovells is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, age, national origin, disability, sexual orientation, gender identity or expression, marital status, genetic information, protected veteran status, or other factors protected by law.