

Firm/Company Name Marshall Dennehey

(Send copy of firm logo for posting)

Job Title [Position]:	Courtroom/Trial Presentation Sp	Job Category:	Legal Information Services
Department/Group:	Legal Information Services	Posted By:	HR Recruiter
Location:	Philadelphia, PA	Travel Required:	N/A
Level/Salary Range:	Dependent Upon Experience	Position Type:	[i.e.: full-time, part-time, etc.] Full-time
HR Contact:	HR Recruiter	Date posted:	10/26/2021
Reports to:	Director, e-Discovery and Litiga	Posting Expires:	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail:

HRRecruiter@mdwcg.com

Attention:

HR Recruiter

Mail:

Job Description

Brief Summary:

Marshall Dennehey seeks an experienced courtroom trial presentation specialist to work with our case teams to prepare for trials, arbitrations, and mediations using courtroom presentation technology. The right candidate will be a true generalist capable of performing all trial and courtroom support functions, including equipment set up and troubleshooting, scripting, advising on graphics presentations, and in-courtroom operation of equipment.

Duties:

- Leverages expertise in standard courtroom presentation packages such as Trial Director and Sanction.
- Works with the trial team both before trial and during trial to develop scripts for presenting exhibits in a particular order to support testimony.
- Develops simple graphic images/exhibits using standard off-the-shelf software packages.
- Advises attorneys on the effectiveness of certain exhibits or sequences of exhibits.
- Advises attorneys on equipment, distribution system, and software requirements for limited or routine courtroom configurations; obtains, installs, tests, sets up appropriate equipment and software.
- Responsible for the smooth operation of the presentation system in the courtroom.

Skills/qualifications:

- Expertise in trial presentation systems such as Trial Director and Sanction.
- Must have excellent oral communication skills. Must be able to work effectively as a team member in an extremely pressured environment.

[NOTE: Attach separate sheet(s) as necessary with the complete job description]