



Our team is hiring and we are very excited about this new position! [Apply today](#), or feel free to reach out with any questions!

### **Research Content Innovation Specialist**

#### **Position Information**

You're looking for a change, and so are we. At Venable, we know that every new hire brings valuable experience, new perspectives, and a chance to raise the bar on our approach to how we work. That's why we're looking for a Research Content Innovation Specialist to help us meet the firm's evolving research needs.

#### **The ideal candidate will be responsible for...**

##### **RESOURCE MANAGEMENT**

- Participating in the evaluation of new-to-market and updated versions of resources to determine potential value to firm.
- Assisting Sr. Digital Solutions Analyst with acquisition, implementation, processing, and inventory management of legal materials. Maintaining accurate records of resources, including password creation, ensuring accessibility and adherence to established policies and procedures.
- Coordinating with IT to ensure the proper integration of library systems within the wider institutional technology infrastructure. Troubleshooting access problems, resolving technical glitches, and offering guidance on using technologies effectively to research staff and resource users.
- Assisting in developing and documenting workflows to improve operational efficiency.

##### **RESOURCE DISCOVERY & CONTENT INNOVATION**

- Innovating new ways to manage and deliver content, ensuring discovery through website, catalog, and other discovery tools, especially pathfinders and customized practice group site pages to highlight available resources and research tools.
- Creating information-based solutions and hubs that add value for attorneys while increasing firm usage of research platforms, titles, and tools.
- Leveraging request statistics and user interviews to create new ways to deliver and manage legal content, ensuring continued relevance to the firm's needs.

- Collaborating with the Sr. Research Analyst for Training and Outreach to recommend topics and coordinating training sessions. Creating and updating training materials, ensuring they reflect the latest technologies and procedures.
- Implementing and utilizing generative AI tools to enhance content creation, management, and distribution.
- Staying current with emerging trends in generative AI and integrating applicable technologies into department processes.

**The successful candidate will demonstrate...**

- A minimum of 3 years of experience with legal and corporate research databases and tools (i.e. Westlaw, Lexis, Bloomberg Law, etc.).
- Ability to master new technologies and/or assist users on new technologies/systems.
- Excellent communication skills, both written and verbal.
- Strong organizational skills and attention to detail.
- Must be able to work in a fast-paced environment with demonstrated ability to coordinate multiple projects and initiatives simultaneously while meeting deadlines and business objectives.
- Outstanding customer services skills, ability to think quickly and proactively.
- Ability to work collaboratively in a team-based environment.

**Can be located in...**

[New York](#)

[Chicago](#)

[Los Angeles](#)

[DC](#)