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| **AV Technician**Job Details |

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| **Reports to:** **Accountable to:** Hours: **Salary/Band:**  **Location:** | AV Department ManagerHead of Venues & Facilities40 hours per week as per the rota, exclusive of meal breaks, plus as many as required to fulfil the needs of the role. To include weekends, bank holidays, early and late shifts as detailed in weekly rota. Time off in lieu will be offered where business levels allow. 5 days out of 7£33,000Savoy Place, London  |
| **Job Summary**Responsible for supporting the Senior AV Technician to provide audio visual and production services to all users, to include installation of temporary AV set ups, running of live event and de-rig. The set ups of AV resources are in the two lecture theatres and 19 associated multifunctional meeting rooms to include fixed and mobile equipment.Liaise with each client prior to the event going live referring to their requirements as per the function sheet and agenda. To offer guidance and support to the client during the live event.Ensuring all equipment is kept and maintained in a safe and secure condition **Main Duties and Responsibilities** (Not necessarily in priority order)Overall responsibility for the day-to-day floor operation including setting up & operation of all fixed and mobile AV, digital display screens, Video Conferencing and production services at IET London: Savoy Place ensuring all facilities and services are delivered to agreed standards of procedure* Supporting meeting rooms as well as live event spaces
* Conducting morning room checks of the AV equipped meeting rooms
* 1st Line AV support for the client facing meeting rooms: Connecting client's laptops to Wi-Fi & screens etc
* Moving AV equipment between rooms and between floors
* Support for live events, operating the portable mixing unit, setting up wired & wireless microphones and providing a camera crews with sound feeds. Providing support and supervision of client 3rd part AV contractors
* To work effectively with IET.tv and IET.it departments regarding filming, streaming, LAN and connectivity
* Assisting with AV equipment stock takes

To provide outstanding customer service to clients & resolve customer care/ service issues, problems and queries with the Operations Manager, following the guidelines in place in a timely manner.**Health & Safety*** To ensure the staff and users of IET London: Savoy Place comply with all current H&S legislation and Venue operational procedures
* Ensure that all appropriate issues are communicated to the AV Manager
* Ensure the personal security of all, yourself, staff, guests and contractors together with their belonging
* Assist with the control and supervision of the contractors involved in Audio Visual, Stage Production. Safeguard the building, fabric and staff
* To be a Fire marshal.
* To be a First Aider.
* Identify any near misses and accidents to the AV Manager and Operations Manager

**Other Duties**To undertake any other duties and projects at the request of the AV Manager* To comply with data protection legislation and act responsibly on matters of data disclosure both internally and to third parties
* To adhere to any client’s Non-Disclosure Agreements
* To be familiar and work within the Health and Safety and Fire policies for the organization and to attend mandatory updates where required.

This job description is intended as a general guide to the scope of the post and may change in line with the needs of the service or at the request of the line manager.Updated October 2023**Person Specification****Essential Criteria:*** Hands on experience setting up and derigging live events involving manual handling
* Extensive experience of AV & VC equipment including Panasonic Projectors. Digital Mixing Consoles, Analogue Way Switchers, Panasonic PTZ cameras and Video conferencing Units
* Good knowledge of general IT connectivity, LAN networks and current software packages.
* To have a knowledge of lighting and control systems
* Well presented, with a calm and professional approach
* Excellent customer service skills and awareness. Ability to work with confidence at a variety of levels of customer
* Strong communication skills, with a good level of spoken English.
* To work independently and with little supervision to deliver events
* General administration skills, with the ability to juggle and prioritize a variety of tasks.
* A flexible approach to working hours is essential to meet the demands of the AV department rota. The role involves early morning starts or late evening finishes, weekend work, some bank holidays.
* Understand the requirement and necessity of Permits to Work i.e Halo, working at height, hot works and to work safely.

Uniform items provided to include IET Branded Polo shirts, Shell Jacket, Rigging Trousers |