

# JOB DESCRIPTION

**JOB TITLE:** AV Event Technician  
**WORKING HOURS:** 40 hours per week  
**LOCATION:** Onsite – Central London

## ROLE SUMMARY

The Events Technician prime function is to provide AV and VC technical support across all meeting rooms and event spaces on the client's site. The position involves a high degree of exposure, working sometimes with executive management and managing directors of the Bank to provide the services listed above.

## EVENTS SUPPORT

The Event Technician's responsibilities include, but are not limited to:

- Run AV events, including pre-event testing of audio, wireless microphone battery levels etc.
- Primary contact for event coordination
- Liaising with clients for large events to understand their requirements
- Attend pre-production meetings required for any scheduled special events
- Primary support to operate global production events
- To own the event experiences for the meeting host and attendees
- To event manage high profile events and become a trusted advisor
- To escalate any operational issues to the appropriate level of support and making suggestions for improvements
- To produce event reports which highlights the use of space

## VIDEO/AUDIO CONFERENCING

- Video/audio conference set-up and support. Best efforts should be made to ensure all suites are connected on time and receiving/transmitting good audio/video
- Site certification of all new and relocated video conference systems
- Carry out video conference software
- Assist with support for video/audio conferencing problems. Investigate faults and recommend further actions to rectify

## GENERAL AV MEETING ROOM SUPPORT

- Ensure all multi-media/presentation rooms are maintained in good working order
- AV equipment set-up and support
- Presentation/multi-media meeting room support, including duration support
- Assist with support for multi-media broadcasting
- Quick response to emergency/ad-hoc requests

## FAULTS AND ROOM CHECKS

- Carry out regular preventative room checks, ensuring all equipment functions correctly in accordance with the room check procedure
- Ensure that all faults are reported in the correct way and in a timely manner
- Proactive maintenance/reporting to ensure all AV equipment is always of the highest standard and functioning correctly
- Assist with first line fault repairs
- Carry out all power down/up when required, usually involving out-of-hours overtime commitments

#### **GENERAL DUTIES**

- Mentor other members of the team, including Locums
- Assist with the training of all technical team members
- Advise clients on best practice
- Provide regular feedback on communication issues and service improvements
- Focus on service/operational issues for review

#### **GLOBAL COORDINATION**

- Maintaining a good working relationship with global AV counterparts
- Hold and attend regular meetings with global AV teams to discuss service and operations issues

## **ABOUT AVMI**

AVMI provides services to leading organisations in financial services, legal, professional services, retail, defence, government, health and education sectors.

AVMI has focussed its business strategy on providing 'trusted advisor' life-cycle services to clients with a significant portion of growth coming from international business.

AVMI has recently secured a place, for the second year running, in the Sunday Times International Track 200. This international growth has been enabled by AVMI's award winning Global Enterprise Framework of services, helping its multi-site clients to drive consistency and efficiency into their audio visual and collaboration facilities and services across all locations.

Having opened operations outside of the UK in Hong Kong, New York and Dublin, AVMI is planning to secure additional international locations in support of its clients' businesses.