

# JOB DESCRIPTION

**JOB TITLE:** Corporate Events Technician  
**REPORTING TO:** Audio Visual Team Leader  
**WORKING HOURS:** 40 hours per week, Monday – Friday  
**LOCATION:** Newbury

## ROLE SUMMARY

The Corporate Event Technician's prime function is to provide AV event support at client's HQ in Newbury. The position involves a high degree of exposure, working with executive management and managing directors of the Bank to provide best in class services across all Audio Visual-related part of event services.

## DUTIES AND RESPONSIBILITIES

All services should be delivered punctually at scheduled times and in accordance with agreed SLA's. The Event Technician is expected to arrive in good time for the start of the scheduled meeting setup time and remain until the required service is functioning correctly. The Event Technician's responsibilities include, but are not limited to:

### Live Events/Broadcast/Video Conferencing

- Assist with project management of live transmissions across the client's sites.
- Deliver high profile venue based IPOs and results presentations.
- To provide technical support to specialised production and facilities companies during events when necessary.
- Operate audio and visual equipment with the aim to provide high quality services for live events and other production across client sites.
- Complete understanding of signal flow in both audio and video installations.
- Positioning, installation and operation of equipment in client venues and external sites when necessary.
- Coordinate the flow of an event effectively amongst the various implicated sites.
- Video/audio conference setup and support. Best efforts should be made to ensure all sites are connected on time and receiving/transmitting good audio/video.
- Assist with support for video/audio conferencing problems. Investigate faults and recommend further action to rectify.
- Responsible for keeping the pavilion area tidy and cleaning of equipment.
- Working closely with the studio, video conference and webcast support teams.

### General AV Support

- Ensure all multi-media/presentation rooms are maintained in good working order.
- AV equipment setup 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.

### Room Checks and Fault Finding

- Carry out regular preventative room checks, ensuring all equipment functions correctly in accordance with the room check procedure.
- To maintain records of equipment usage (when applicable), to make minor adjustments and repairs to equipment when necessary raise tickets for faults and liaise with relevant bodies for repairs of malfunctioning equipment.
- Proactive maintenance/reporting to ensure all AV equipment is of the highest standard and functioning correctly.
- Assist with first line faults repairs.
- To carry out scheduled maintenance checks (room checks/power downs) and to write technical reports based on test results.

### General Duties

- Understand the standard of a current live event production and to be able to specify the appropriate equipment according to each event.
- Provide regular feedback on communication issues and service improvements.
- Focus on service/operational issues for review.

### **WHY WORK FOR AVMI**

- Be part of a fast-growing company working with some of the world's biggest brands.
- Ambitions to become a global player (recent office openings in New York and Hong Kong).
- An evolving business that provides great opportunity for development and progression.
- Full training program provided.
- Great team environment.