



AUDIO-VISUAL TECHNICIAN

SALARY RANGE - £25,000 - £30,000 PER ANNUM

JOB TITLE: AUDIO-VISUAL TECHNICIAN

REPORTING TO: DOMESTIC BURSAR

HOURS: FULL TIME (36.5 HOURS PER WEEK)

JOB CONTRIBUTION:

The Audio-Visual Technician plays a key role in delivering exceptional audio-visual services in all College buildings. This role is crucial to the smooth delivery of teaching, meetings, College events and external events.

KEY STAKEHOLDERS:

Conference and Events team; IT team Fellows; all current staff and students Visitors to the College.



Oriel College



RESPONSIBILITIES:

- Management and set up of audio-visual equipment and facilities across College and other Oriel sites, of associated resources such as laptops, projectors and screens, audio systems, digital mixers and microphones.
- Collate audio-visual requirements for hybrid events in advance and provide pre/post-event support.
- Offer support in connecting to external event and conferencing platforms such as Zoom, WebEx and MS Teams.
- Develop, document and implement changes based on event requests.
- Work with presenters/conference users and organisers to discuss and advise on facilities available.
- Develop, document and implement changes based on event requests.
- Provide audio-visual support for internal and external clients as needed.
- Provide first line support for any immediate audio-visual system difficulties.
- Perform all necessary pre-event checks and changes of equipment in Hall, Harris Lecture Theatre, Harris Seminar Room and other College audio-visual facilities as required.
- Familiarisation with procedures for maintenance, testing and inspection of audio-visual equipment, while working closely with the IT team to diagnose and resolve faults.
- Liaise closely with Conference and Events Manager over all events, as necessary.
- Liaise closely with the IT team regarding IT equipment for events, as necessary.

COLLEGE CALENDAR EVENTS

- Support events such as degree days, Gaudies and other special College events with audio-visual requirements.
- Support College events and other guest occasions where required to make video and audio recording and photography, in line with GDPR as needed.

GENERAL DUTIES:

- Daily configuration of meeting rooms in College as per demand, including ensuring that additional equipment is in place when required (e.g. flip charts, pens, projectors, screens, etc).
- Maintaining equipment inventories and liaising with Conference Manager to replenish stock.
- Provide training to other colleagues to ensure that they have a good working knowledge of the audio-visual equipment.

These responsibilities may be varied from time to time without changing the essential character of the post.

KNOWLEDGE, QUALITIES AND EXPERIENCE:

- Comprehensive knowledge of audio-visual technologies, systems and solutions.
- Good practical knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Ability to provide instruction on use of audio-visual equipment to non-technical users.
- Ability to carry out risk assessments.
- Experience of working with a range of computer systems and applications (including Windows 10 and Mac OSX), with particular focus on media and presentation software and of basic troubleshooting.
- Experience of working with people at all levels in an organisation.
- Confident analytical and problem-solving skills with strong attention to detail and ability to develop and evaluate options and implement solutions.
- Motivated by working independently, as well as in a small team.
- Proven time management skills with the ability to work calmly under pressure and to deadlines.
- Excellent communication skills (both written and verbal) plus the ability and willingness to make considered decisions.

Qualifications: Health and Safety knowledge/qualification (such as NEBOSH) or willing to attain a relevant qualification.

Special requirements: Some Bank Holiday, evening and weekend working will be required, from time to time, which will be compensated. The position involves some working at height and lifting of equipment.