

Job Description

Job Title:	In House Audio Visual Technician/ AV Advisor – Searcy’s
Reporting to:	AV Manager
Responsible for:	N/A
Scope of job:	Management and production of events for Searcy’s. To meet and greet clients considering using the venue and act as an advisory service for events.

Technical Services:

- To develop and maintain the contract with Searcy’s. Account manage clients providing A.V support, guidance and a consultancy service or clients using the venue.
- Responsibility for all on site administration relating to AV requests and relating to Metro Broadcast Ltd contract with Searcy’s
- Management of onsite Audio Visual Services, merging media and presentations as and when required.
- Manage all cross hires when required to cover shortfalls. Organise the repair of any equipment onsite.
- Responsibility for meeting room operation, upkeep and reporting on maintenance issues, repairs and cross hires.
- Responsibility for specifying and managing installations and provision of new equipment
- Adherence to all Metro’s and Searcy’s health & safety policies, inductions and working practises, regular ‘walk through’ of areas to identify areas of danger or possible potential H & S improvement.
- Ensuring all technical aspects of the venue are left in a safe place and tidy state for use during next event.
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Health and Safety:

- Responsible for own health and safety in accordance with the Health and Safety at Work Act 1974 and relevant EC directives
 - You must wear Metro protective shoes/boots during working hours at all times
 - Follow Health and Safety procedures at all times. Ensure zero hazardous practices are taking place in checkout, including blocking fire exits. Work within COSHH and manual handling regulations
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Requirements for the role:**Essential:**

- BTEC or equivalent, with a minimum of 1 years’ experience
- General understanding of all elements of AV and the application of equipment and support to best satisfy clients’ requirements.
- Ability to operate Basic LX desk
- Ability to operate analogue + digital sound desk
- Good understanding of video technology
- Ability to operate room control systems

- Basic PowerPoint
- Proven client management skills
- Ability to confidentially present ideas to clients
- Good written skills
- Ability to confidently
- Team player

Name:

Signature:

Date:
