

## Job Description

<b>Job title:</b>	<b>Events Audio Visual and Production Technician</b>
<b>Department:</b>	Events
<b>Location:</b>	Murray Edwards College premises
<b>Purpose of role:</b>	Co-ordination of the audio visual

- < Manage multiple events at once, working very closely with the House Porters for support, to ensure all events are delivered on time.
- < Assist with site visits

## Person Specification

	Essential	Desirable
<b>Qualifications</b> <b>Skills, knowledge, experience</b>	Good general education and qualifications <ul style="list-style-type: none"> <li>◁ Passion for technology and event AV</li> <li>◁ Technical and practical knowledge of streaming, video conferencing and hybrid events.</li> <li>◁ High level of customer service experience</li> <li>◁ Able to set up audio visual equipment and services as required</li> <li>◁ High level of IT skills including connectivity of a variety of platforms. Windows and/or Mac operating systems, Adobe software or similar.</li> <li>◁ Able to take instruction quickly and act appropriately</li> <li>◁ Confident to make appropriate recommendations and suggestions</li> </ul>	IT or AV qualifications Media qualification <ul style="list-style-type: none"> <li>◁ Customer service qualification</li> </ul>

