

## Job Description

<b>Job Title:</b> Audio Visual Technician	<b>Base Salary:</b> Subject to Experience
<b>Location:</b> Queen Elizabeth II Centre, Broad Sanctuary, London SW1	<b>Reports to:</b> Senior AV Logistics Technician
<b>Department:</b> QEII LIVE	<b>Job Type:</b> Permanent
<b>Contract hours:</b> Annualised hours, 45.5 hours per week (excluding breaks)	

### Department Brief:

QEII Centre has the Audio Visual (AV) infrastructure and equipment and the specialist staff to make your event both look and sound amazing. Our in-house audio visual team, branded as QEII Live, organises the AV for most of the events in the Centre.

QEII Live's expertise and specialist equipment encompass sound, lighting, staging, webcasts, data projection, video conferencing and simultaneous interpretation. Our team has a reputation for creativity, efficiency and being competitively priced.

### Job Purpose:

To undertake duties as allocated by the Head of discipline and or Senior AV Logistics Technician to work as part of a professional team in the provision of technical presentation services to events, primarily within the Centre and at times other venues.

To present at all times to clients, Centre staff, colleagues and production companies a confident, professional and approachable manner worthy of the Department.

### Key Tasks

- Rigging and de-rigging audio, lighting, audio visual, video/data sets and display equipment in accordance with general health and safety regulations and procedures.
- To operate technical equipment on events.
- To undertake general duties under instruction from the Senior AV Logistics Technician or Head of discipline, including maintaining a tidy and efficient working environment.
- To assist with development of facilities and to extend the boundaries of achievable operations.
- To assist with inventory storage of equipment including repairs.
- To undertake training both internal and external in all relevant technical subjects.
- To assist the Senior AV Logistics Technician or Head of discipline as to where improvements may be made in day to day operations of the department.
- To deploy equipment at their own discretion if essential to the effective operation of an event. If it is to be billed to a client, a check with the Senior AV Logistics Technician or Production Manager or the AVPM, before it is deployed, is required.
- Some basic, immediate decisions may be made based on procedure but more important decisions will be made in conjunction with senior members of Centre Staff.

- Any other duties as requested by the Production Manager or Senior AV Logistics Technician (i.e. weekend work)

***The above is not exhaustive and other duties not outlined may form part of the employees' job description.***

***Additional information:***

Technical knowledge with audio visual equipment is required  
Experience in a relevant field, e.g. conference, theatre or TV

**Essential Criteria** (no more than 8)

- Ensure you are fully conversant with all AV equipment at your disposal
- Keep your technical knowledge up to date
- Ensure client requests are acted upon promptly
- Aim for 100% accuracy in all aspects of your role as an Audio Visual Technician with all the resources supplied
- Be punctual, presentable, attentive
- Team player

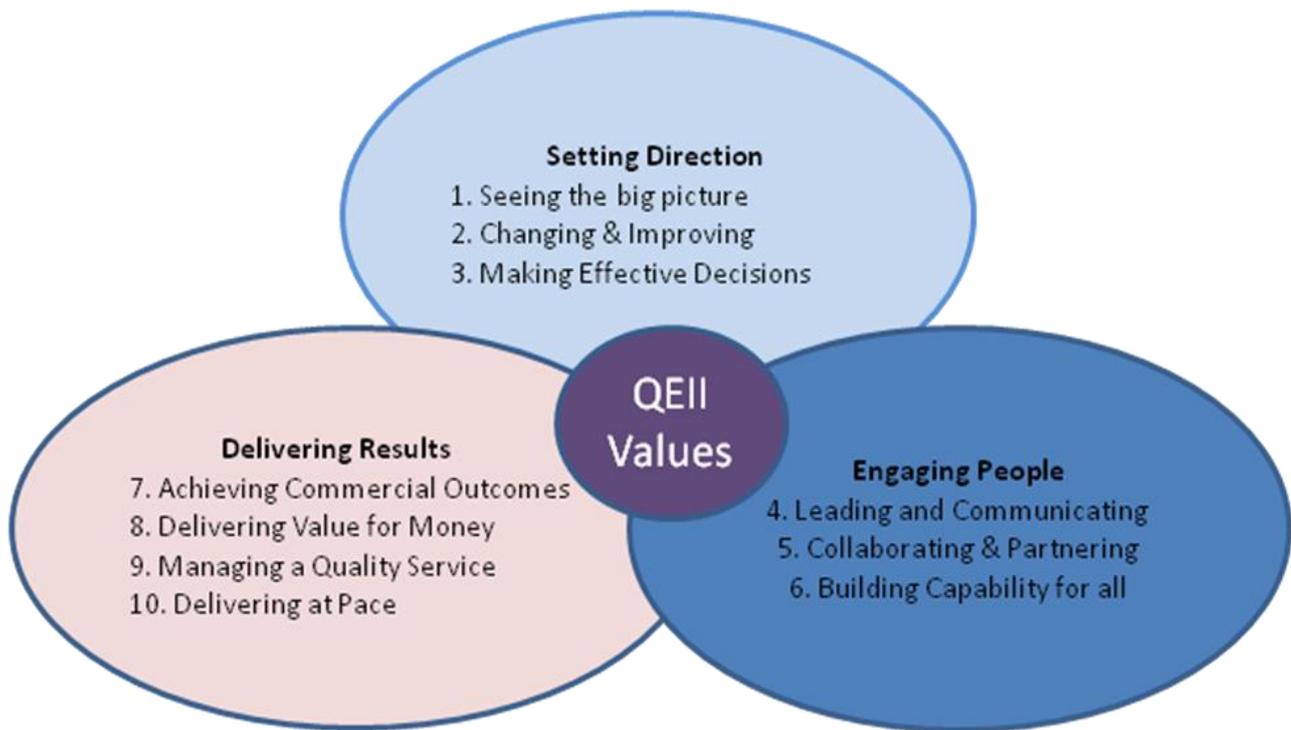
**Desirable Criteria** (no more than 5)

- Membership to AV Associations
- Trained in Health and safety, including the use of towers and ladders
- Rigging & Slings Training

**QEII Corporate Competencies**

Changing and Improving	Proactively participate and champion continuous improvement across the business, seeking ways to do things better and embracing change
Achieving Commercial Outcomes	Making decisions and focusing on achieving solutions that add customer value, increase business revenue and maximise efficiency/profit
Managing a Quality Service	Looking at everything we do through the eyes of our customers and strive to deliver the best possible experience
Collaborating and Partnering	Proactively seek and share information and support our people and partners to achieve the best outcome for our customers and business

In addition to the corporate competencies, each QEII Centre job description will indicate what job specific behaviours the role identifies with in relation to the Civil Service Competency Framework. This Framework outlines examples of behavioural descriptions by level for each of the 10 Competencies as set out below. Full details of the competency framework can be found within the HR Policies & Documents folder on the Centre's Corporate Drive.



**Job Specific Competencies**

Managing a quality service	Ensure that levels of service are maintained – flag up risks or concerns in order to meet customer requirements
Leading and Communicating	Encourage mutual respect amongst colleagues, treating others in a fair, objective and even handed way

**Date of review:**

Sept 17