

## Job Description – Casual AV Technician

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Employer: **Kings Place Music Foundation**  
Date: **July 2018**  
Department: **Technical**  
Reporting to: **Technical Managers, Head of Technical**

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### Role Objective:

As part of the Technical team, you should have a good working knowledge of AV, to ensure the highest quality provision in technical delivery throughout all performances, events and conferences. Skills in at least one of the following fields would be advantageous: recording, filming, sound and lighting. You will support all areas of the Technical department in the delivery of concerts, artistic events, conferences & corporate events. Working as part of a wider delivery team, our casual technical staff are the frontline of all our events so professionalism and high level customer service is a prerequisite.

### Key Duties:

#### Event / Performance

- Report in to the relevant manager throughout the shift
- Setup and operation of in-house and hired technical equipment during events
- Return all areas to standard post show, or prepare and set up technical equipment for the next event
- Maintain and conform to venue policies and procedures
- Work autonomously including out of office hours (early mornings, late evenings and weekends)
- Duty of care to ensure that all technical setups and installs follow the correct Health & Safety Codes of Practice or relevant legislation and use of the correct PPE. Must be comfortable working at height
- Routinely report equipment faults or issues to the relevant technical manager

#### Additional duties

- Assisting all technical areas (Sound, LX, AV, Stage & Broadcast, Maintenance) as required
- Willingness to learn other technical specialities
- When appropriate perform the role of casual technician in other technical areas, as and when required
- Receiving, checking and organising deliveries on behalf of the venue
- Assist in room set ups, furniture moves & turnarounds

### Requirements:

- Good leadership, customer service, interpersonal and communication skills
  - Minimum 3 years professional experience
  - Experience in both artistic performances and corporate events
  - Suitable industry specific, further or higher education qualifications and awareness of current technology
  - A good knowledge of electricity (BS7671 / BS7909), electronics and control equipment
  - Experience with rigging and flying of projectors & screens
  - Excellent working knowledge of switching & projection systems (e.g. Analogway Nextage, Barco Encore and Image Pro, Digital Projection, Christie and Canon)
  - Good knowledge of various analogue and digital video formats and conversions (DVI, SDI, HDMI, VGA), other standards (4K, EDID, HDCP, DCP) and setting up video relays and external feeds
  - Cross platform computer literacy with excellent operational knowledge of software (Power Point, Keynote including fonts, Qlab, Playback Pro)
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