# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Audio Visual Technician</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>IT Department</td>
</tr>
<tr>
<td>Job type</td>
<td>Non-academic Professional</td>
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<tr>
<td>Grade:</td>
<td>5</td>
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<tr>
<td>Accountable to:</td>
<td>Audio Visual Manager</td>
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**Purpose of the Post**

To support the provision of Audio Visual equipment and services for teaching, meetings and events. To carry out scheduled checks and maintenance on AV systems. To respond to AV related incidents in a prompt and professional manner.

**Key Tasks**

- Deliver a customer-focused service for the Department acting as the first point of contact and authority for matters relating to Audio Visual service provision, ensuring adherence to all relevant internal and external policies and regulations.
- To support a wide range of permanent and portable audio-visual equipment used throughout the campus for both academic teaching and corporate events.
- To carry out testing of equipment prior to events and troubleshooting any problems that may arise before or during an event in a logical and timely manner.
- To transport and carry out installation, testing and de-rigging of temporary installations when required.
- To assist with broadcast TV recording, basic video editing and format conversion.
- To provide technical advice and assistance to the teaching staff on matters of equipment use and suitability.
To assist in maintenance of fixed installations – this may entail working at height or in confined spaces.

To organise and carry out equipment safety checks as required

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

Some out-of-hours working (including weekends) may be required to support lectures, events and Open days.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with: Academics, staff and students, guest lecturers, AV integrators, external event companies and guests.