

JOB DESCRIPTION

POST TITLE	AV Technician (Conferencing)
DEPARTMENT	Business, Finance & Support
TEAM	Production
RESPONSIBLE TO	Production Manager
RESPONSIBLE FOR	No supervisory responsibility
WORKING HOURS	40 hours per week (not including a daily 1 hour unpaid lunch break). To be worked Monday to Friday, including evenings, as required to cover the production needs of conferencing. Conferencing bookings would normally require a 7.30am start.
SALARY	Circ. £24,000

JOB PURPOSE

To provide technical support to the Production Department; primarily providing support to the conferencing business to ensure conference bookings run smoothly.

KEY ACTIVITY

1. To be the first point of contact for all conference production requirements.
2. Working closely with staff and conference clients, ensuring the smooth-running of conference events by providing technical assistance; preparing media, engineering, operating audio, lighting and video equipment from small breakout rooms to large auditorium if required.
3. Provide technical support to conference bookings by meeting with clients to establish initial requirements and liaising with them up to delivery of their event.
4. To assist the Production Manager in being part of client scoping meetings for all auditorium conference bookings.
5. Looking ahead and ensuring additional freelancers are booked to ensure all conference bookings are appropriately supported.

6. To assist in rigging and/or de-rigging of conference events and key church events.
7. To undertake any technical work related to conferences, and at times church, as directed by the Production Manager or Technical Manager.
8. Monitor equipment bookings and resource allocations for Conferencing events.
9. Maintain inventory and asset databases. Adding new equipment as it is purchased.
10. Responsible for carrying out planned maintenance and responding to reports of faulty equipment for equipment in the KingsGate building breakout rooms (all rooms excluding auditorium). Updating asset database log.
11. To assist with PAT testing and ensuring that all KingsGate equipment is safe to use.
12. Adhere to all applicable regulations, policies, and procedures for health, safety, and environmental compliance.
13. **Be an effective internal and external ambassador for KingsGate, promoting the organisation's vision and values, positive corporate reputation through active partnership with other relevant stakeholders.**
14. **Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.**
15. **Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.**
16. **Support your Manager in identifying, assessing and managing potential risks involved in work activities and processes.**
17. **Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive.**

- 18. Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.**
- 19. Comply with health and safety requirements.**
- 20. Adhere to the Vision and Values of KingsGate.**
- 21. Perform any other tasks that may arise from time to time which are appropriate to this level of post.**

All staff members at KingsGate have the activities shown in bold included within their job description.

This job description was reviewed by the Production Manager in December 2019.