

PERSON SPECIFICATION

POST TITLE AV Technician (Conferencing)

DEPARTMENT Production

TEAM Operations and Management Support

	Essential	Desirable
Education and training	<ul style="list-style-type: none"> a) 5 GCSE including Maths (or equivalent) at Grade C or above 	<ul style="list-style-type: none"> a) 2 A levels (or equivalent) b) Completed a course or degree in an aspect of Technical Production.

	Essential	Desirable
Relevant experience	<ul style="list-style-type: none"> a) Working in a theatre, conference venue, large church or entertainment industry. b) Technically operating and running an event c) Maintaining and repairing technical equipment d) Implementing client requirements e) Producing and maintaining accurate and detailed information f) Using own initiative to see a task through to completion. g) Working as part of a team 	<ul style="list-style-type: none"> a) Leading a team in a production situation. b) Working at height c) Mixing sound at front of house or monitors for bands d) Driving 3.5 tonne long wheel base vans e) Using Apple Mac computers

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> a) A thorough understanding of the production process and techniques. b) A good working knowledge of digital sound desks. c) Microsoft Outlook, Word, PowerPoint & Excel 	<ul style="list-style-type: none"> a) Health & Safety b) Risk Management c) Data Protection

	Essential	Desirable
Skills and abilities	<ul style="list-style-type: none"> a) Excellent written and oral communication skills b) Excellent organisational skills c) Ability to prioritise and achieve deadlines d) Accuracy and attention to detail, particularly when working to tight deadlines e) Good administrative skills f) Good interpersonal skills g) Ability to maintain confidentiality h) Ability to work as part of a team i) To keep up to date with new technology 	

	Essential	Desirable
Other attributes	<ul style="list-style-type: none"> a) Adhere to the vision and values of KingsGate b) Willingness to work in a flexible manner c) Full driving licence d) Willingness to serve others e) Initiative and enthusiasm f) Positive and friendly manner with 'can do' approach g) Willingness to work non-standard hours when necessary h) Commitment to equality & diversity 	<ul style="list-style-type: none"> a)

This person specification was reviewed by Production Manager in December 2019.

KingsGate Community Church has a Smoke-Free Policy. Smoking is not permitted in any of the premises or vehicles owned or leased by the organisation.

