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**Job Title:** On-site Event Technician

**Location:** London

## Role Overview

*The main role is to provide on-site client based technical onsite support for their AV requirements, technology and event management. This shall include technical on-site support for events, meeting room setup and continued support until function has finished.*

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## Key Responsibilities

- > Setup/operation of integrated events spaces including high profile auditorium-based results presentations and town halls
- > Work closely with proAV off site Events team to ensure all event requirements are captured and managed effectively for both onsite and off-site events
- > Provide white glove / meet and greet service that manages technical logistics for large complex events, Town halls, special events, and VIP's video meeting
- > Test, check and ensure equipment is in operable condition prior to any meeting or presentation
- > Manage all aspects of the Video Calls from initial booking through to the monitoring and completion of all calls including scheduling and full systems operational testing prior to any high-profile event
- > Prepare equipment for future events and meetings as required
- > Audio Visual support to other areas of the business when required; this could be setting up PA's or assisting with presentations in meeting rooms
- > Videoconference/audio conference set-up and support with Cisco & Polycom systems
- > Liaison with help desk & operations team to arrange backup support when required
- > Remain client facing and calm under pressure at all times

## Desirable Skills

- > Proficient in audio, Video and lighting equipment both digital and analogue
- > Good technical knowledge of AV/VC technologies
- > Willing to undertake training and examinations to improve their technical knowledge

## Additional Skills

- > To be well organised and flexible and to be able to approach different tasks during the working day
- > Willing to work with other members of the on-site team and take instruction from them
- > Ability to deal with difficult situations
- > Always present a positive image to the customer
- > The ability to work with a positive attitude
- > Ability to work under pressure
- > A flexible approach to the working day
- > An excellent communicator confident in dealing with people at all levels

## Further Details

**Salary:** Dependant on experience  
**Reporting to:** On-site Team Leader / Event Manager  
**Department:** FM: On-site  
**Hours:** Full-time, 40 hours per week, flexibility required

## Contact

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Human Resources

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