



Job Title: Senior AV Technician

Location: Edinburgh

Role Overview

The purpose of the role is to manage the entire audio-visual facilities within our client site based in Edinburgh. You will be responsible for meeting room support in a corporate environment utilising exceptional customer service skills. The majority of your day will be setting up the technology for our clients' meetings incorporating video conferences with the occasional event support in designated event spaces.

Key Responsibilities

- > Day to day BAU support of the AV / VC facilities including sound reinforcement, projection, lighting, web streaming, video conferencing, maintenance & repairs
- > Support the team with day-to-day meeting support including testing meeting room systems prior to clients' arrival
- > Prepare equipment for events and meetings as required
- > Provide support on an individual basis to users at all levels of seniority
- > Assist with high level audio/visual quality of presentations - optimization of content aspect ratios/resolutions and file formats to suit space
- > Attend other client sites and remain on station for important events where required
- > Offer support and assistance to clients via phone and in person
- > Assist and support the client in the use of fixed and portable audio-visual equipment
- > Maintain total confidentiality relating to information received for presentations and broadcasts etc.

Desirable Skills

- > Good technical knowledge of AV/VC technologies
- > Willing to undertake training and examinations to improve their technical knowledge

Additional Skills

- > Should have a good standard of computer literacy and ideally will have an understanding of PowerPoint to an intermediate level
- > 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: Dependent on experience
Reporting to: Global Resource & Development Manager
Department: FM: On-site
Hours: Full time, 40 hours per week, flexibility required

Contact

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