Queens’ College - Job Description

Title: AV/Theatre Technician
Reporting to: Head of IT
Head of Department: Head of IT
College Officer: Domestic Bursar

Overall Purpose of Job

The primary role of the AV/Theatre Technician is to provide technical support and advice to conference and event organisers across the College, primarily from within the large theatre within the College, in addition to managing the AV equipment and working with the Catering Office to ensure that events are fully supported. In addition, this role forms a key part of the IT Office team which offers support, advice and guidance to the College’s Fellows, students and staff on all IT and AV related matters.

Main Duties and Responsibilities include:

Theatre Technician Roles:
• Collaborating with AV & Theatre Technical Manager and student lighting designers to create lighting schemes. Operating lighting consoles during rehearsals and performances to execute lighting cues.
• Setup and operation of sound systems, including microphones, speakers, and playback equipment. Mixing and balancing audio levels during rehearsals and performances.
• Setting up and operating rigging systems and performers safely and efficiently.
• Supervising and directing stagehands and other crew members during load-ins, strikes, and scene changes.
• Ensuring that all equipment and technical elements meet safety standards and are properly maintained. Conducting regular inspections and repairs as needed.
• Collaborating with AV & Theatre Technical Manager Student directors, designers, performers, and other production team members to achieve the creative vision of the production while adhering to technical requirements and constraints.

Maintenance and management of Audio Visual (AV) equipment in college
• Maintain and operate the College’s AV equipment, ensuring compliance with college policies and Health & Safety regulations.
• Advise, assist, and supervise the setup and operation of AV equipment across all college areas.
• Conduct routine inspections and tests to ensure the safety, condition, and functionality of AV equipment.
• Provide recommendations and guidance on necessary upgrades and improvements for the College's AV environment.
• Develop user instructions and documentation for AV services within the College to facilitate smooth operation and usage guidelines.
Provision of AV support across College

• Provide direct assistance and support to users of the AV equipment, particularly conferences and College events (ensuring compliance with college policy and Health & Safety at Work regulations)
• Liaise with conference organisers and guests to ascertain their needs and ensure appropriate and successful AV presentation during events.
• Manage the lecture theatre AV room during conferences; loading speaker presentations; providing visual and sound recordings to the client; assisting with the stage set up
• Operate the lecture theatre digital signage for all conferences.
• Supervise and monitor arrangements for internal stage shows and student events such as plays, film nights, BOPS etc (close liaison with student entertainment societies)
• Co-ordinate with third party AV suppliers and engage their services where appropriate to ensure adequate cover for events.

Miscellaneous

• To continually update knowledge and technical skills relevant to developments in AV technology and standards
• To undertake any other duties and responsibilities appropriate to the post as directed by the Head of Department and/or College Officer
• To undertake any other duties and responsibilities:
  o appropriate to the post and as directed by AV Theatre Technical Manager or Head of IT.
  o to support colleagues in the IT Department as required and to support the overall work of the College.

Training and Development:
As part of the process of achieving the department’s objectives, we are committed to train and develop our staff. You will be provided with all the relevant statutory training required for you to carry out your role safely. Any further training requirements which will aid your personal development will be discussed with you at an appropriate time.

Person Specification

• Educated to G.C.S.E. level (or equivalent) or beyond, including English Language and Maths
• Fully conversant with the latest technology (hardware and software)
• Knowledge of AV equipment in an auditorium environment including sound, lighting and data projectors
• Experience in installing, maintaining, and supporting AV equipment; comprehensive knowledge and understanding of sound and video signal routing and related devices
• Knowledge of the workings of a sound and lights desk
• Understanding of working with external displays on PCs and Macs; able to set up and operate a portable PA system.
• Experience with digital signage systems, network connectivity (wireless and wired), sound and video recording, editing techniques and software, stand-alone and networked printing.
• Possess good communication skills, verbal and written; close liaison with all internal departments and outside bodies is essential; demonstrate strong interpersonal skills and be able to communicate and engage effectively at all levels, including the ability to deal with difficult or sensitive situations sympathetically and diplomatically.
• Friendly and approachable with the ability to explain how to use all equipment clearly and concisely and reassure users of their support at all times, be experienced in client care, having the ability to put people at ease when they are in a tense situation.
• Good time management skills with the ability to prioritise workloads in a busy and sometimes pressured environment.
Remuneration and Benefits

**Hours of work:** 36.5 hours per week usually Mondays to Fridays, but there is a requirement for evening and weekend work. Some flexibility can be given to start and finish times. In addition, the post holder will be expected to provide an out-of-hours’ call-out service on a rotational basis.

**Salary:** £27,290.96 per annum.

**Pension:** Membership of the College contributory, final salary pension scheme after qualifying period

**Holiday:** 26 days per annum plus public holidays (34 days in total)