

**Job Profile**  
**AV & Event Technician**

**Job Purpose:** To support the effective and optimisation of BALTIC's AV equipment and infrastructure, including user support. This role is a key part of the Facilities team and supports all functions required as a part of that team.

**Key Outputs and Accountabilities**

To revise and manage AV inventory, ensuring it is kept in good working order, including repairing technical issues.

Set up and operate equipment for events and present to a high standard, installing and arranging equipment in their proper positions. Including Stage Lighting and any additional audio and visual equipment.

To work flexibly with Programme, Trading and Facilities teams, weekend and evening working will be required to support these teams but also as a regular part of the Facilities Team.

To maintain AV infrastructure and run diagnostic tests, identifying and resolving malfunctions immediately, liaising with team members and contractors.

To assemble systems and components to be able to use a computer and the main AV and office software packages confidently.

Support and advise on AV equipment in Events and Programme Exhibition Installations'

To instruct other staff and clients (where appropriate) on how to operate systems.

To ensure staff, events, artists and other users have effective use of AV services and software within the building.

Ensure the safety of AV equipment and infrastructure.

Consult staff on user experience and feedback annually.

Keep abreast of new developments and advancements in AV technology and events.

Be able to make safe any faults within the building and escalate in the correct manner.

Adhere to Baltic Health & Safety protocols and procedures.

Undertake any other duties commensurate with the level of the post, as may be reasonably required.

**Person Specification**

**Essential**

One years' experience in a similar role with demonstrable technical skills.

Excellent attention to detail, problem solving and customer service skills

Ability to organise and prioritise work to deadlines coupled with an ability to work under own initiative

Ability to communicate with and support multiple clients and staff members.

Physically fit to climb ladders, transport equipment etc.

Understanding of statutory compliance and regulations.

Enhanced knowledge of AV systems e.g. ETC Element LX Desk, Soundcraft MH-4 32 Channel mixer, 16amp IWB rigging system

Competency to set up microphones, sound and lighting desks

Good AV software, computer software skills

Ability to coordinate and work as part of a team.

**Desirable**

Understanding of Health and Safety pertaining to AV provision

Experience of working with cultural or heritage sector.

IPAF Scissor Lift Qualified

**Reports to:** Facilities Manager

**Direct reports:** None

**Pay Band:** E