

Volunteer Request Form



MINISTRY NAME	Information Technology
POSITION TITLE	AV Assistant
OVERSIGHT	Sarah Hombarume
LOCATION	175 Tower Bridge Road, SE1 2AH

<u>Ongoing</u>	<u>HOURS</u>	
From: ASAP Minimum of 20 days per term. Training provided	Monday	
	Tuesday	
	Wednesday	9:30-4:30 (Term Time)
	Thursday	9:30-4:30 (Term Time)
	Friday	
	Saturday	9:30-4:30 (once a month)
	Sunday	

<u>General Summary of Position</u>
<p>If you are enthusiastic, highly motivated and keen to work in a high-profile department and have a 'can do' flexible attitude towards working - setting-up, operating, and troubleshooting all equipment, devices, and systems (AV/projection/lighting/conferencing equipment) - then this job is for you.</p> <p>You'll be required to ensure all equipment is fully operational before events. You'll also be required to repair and clean equipment when necessary. There is a strong internal support structure of technical experts and coordinators for you to benefit from who will give you the support you need to perform this technically exciting role confidently.</p>

<u>Tasks</u>
<ul style="list-style-type: none"> • To facilitate the set up and sound check of multiple vocals and instrumentalists for live music activities. This would include using a combination of wireless and wired equipment. • To competently able to control digital mixing desk to mix multiple vocals and instrumentalists for live music gatherings. • To facilitate the recording of multiple input sources into a stereo recording device. • Management and operation of varied projection systems fed by both analogue or digital sources, outputting to multiple displays, sometimes simultaneously. • Configuration and suggesting alterations to Audio-Visual equipment. • Management and maintenance of peripheral and ancillary equipment, cables and adaptors. • Facilitating the Audio-Visual needs of the training department, including

collaborative partnerships with external organisations.

- **Responsibility for processing and publishing recordings.**
- **Ability to use audio-visual editing software (Adobe CC suite).**
- **Develop and manage Video Recording processes for capturing Team Days, Lectures and other such activities.**
- **Train staff in basic use of Audio-Visual equipment**
- **creation of 'Basic How-to Guides' and 'Basic Troubleshooting Guides' to assist the ease of use for staff.**
- **Ability to manage online media file management with resources such as, but not limited to, Office 365, YouTube and Soundcloud.**
- **Operating equipment during rehearsals and events**
- **A solutions focused mind set**
- **The ability to continually deliver a quality service in demanding situations**