

IFRS Foundation

Job Description – AV Technician

Reporting to:	AV and Broadcast Specialist
Based:	London
Works with:	Global staff and Board Member population
Purpose:	To support AV and web broadcasts. Maintain audio, visual, and webcasting technologies within the office, connecting with our global partners and stakeholders.

Principal Accountabilities

- Installation, operation and maintenance of the components of AV systems;
- Connections between local and remote AV equipment and systems as well as multiple businesses and/or sites;
- Support live meetings principally using Microsoft Teams;
- Creation of multimedia content;
- Management of recorded outputs of meetings;
- Postproduction of video and audio files;
- Monitor image and sound performance and identify issues with quality;
- Support the team with additional projects/responsibilities as required.

Skills and attributes

- A strong customer service orientation;
- Flexible and proactive approach: we have a worldwide audience and group of stakeholders so there will be a requirement to occasionally work outside of traditional working hours;
- Excellent interpersonal and communication skills including the ability to provide calm assessment, explain things simply and fix things quickly when under pressure. Working within a live broadcast can mean that any issues that arise can create a high-stress situation for the group who needs a quick solution;
- A diplomatic team-player who is comfortable dealing with all levels of staff within the organisation;
- Positive, proactive manner, ability to use own initiative, and willingness to accept responsibility;
- Able to plan, organise and prioritise time effectively and to be proactive in seeking guidance when appropriate.

Qualifications and experience

Essential:

- Understanding of Audio Visual and IT systems;
- Previous experience working with Microsoft 365 products in particular Microsoft Teams;
- Previous experience working with computers, photography, and videography or DJ-ing;
- Experience of working as part of a team and managing a varied workload.

Preferred:

- Experience working in an international environment;
- Previous experience of working with Senior levels of management within a business;
- Use of media management systems;
- Use of Parsec, Kaltura, Camtasia, vMix, NDI tools, DaVinci Resolve, and Pro Tools.