

Job vacancy

● AV Technician

... **The Society**

The Royal Geographical Society (with the Institute of British Geographers) is the learned society and professional body for geography and geographers. It is also a charity and a membership organisation. The Society was founded in 1830 and has been one of the most active of the learned societies ever since. It was pivotal in establishing geography as a teaching and research discipline in British universities and continues to play a key role in geographical and environmental education.

The Society is a leading world centre for geographical learning – supporting education, teaching, research, professional practice and scientific expeditions, as well as promoting public understanding and enjoyment of geography and providing advice to policymakers.

The Society has an international membership of approximately 16,000, 31 specialist research groups, and a programme of activities that extends far beyond its membership to broad engagement with more than three million people per year. Over 200 lectures, conferences and other events are organised each year including a major four-day Annual Conference, a programme of popular lectures, professional development for geographers, and policy-related discussions.

The Society also publishes, under contract, scholarly journals and the popular *Geographical* magazine. It empowers others through a programme of grant-giving in support of research, fieldwork and expeditions, and teaching. The Society's information resources include its historic geographical Collections of maps, images, books, manuscript archives and artefacts.


The Society offers professional accreditation to members through Chartered Geographer status.

The Society is based in a listed building in its own grounds in Kensington opposite Hyde Park, and operates nine regional branches in the UK and two overseas. There are 54 permanent full-time staff, together with part-time, temporary and volunteer staff.

Applicants are strongly recommended to familiarise themselves with the current work of the Society set out on our website: www.rgs.org

The position

We are seeking an individual to successfully provide technical AV support to deliver events at the Royal Geographical Society. Working within an experienced Venue team, including a Senior AV Technician and with freelance support available, the postholder will deliver and manage AV requirements for a mix of Society and Venue Hire clients.

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- Ensure that AV equipment is maintained, undertaking necessary updates, repairs or utilising maintenance company services.
 - Assist in preparing and maintaining user guides and maintain an inventory of Society AV equipment.
 - Contribute to event debriefings, discussing customer feedback to ensure continuous assessment and improvement.

Selection criteria

The following are the requirement for this post. These are the criteria against which candidates will be shortlisted and judged, and it is in your interest to ensure that you cover each of these areas in the covering letter of your application.

- A minimum of three years of experience working in a similar environment.
- Relevant technical experience
- Leading and taking the initiative and being a self-starter.
- Enthusiastic and self-motivated.
- Positive, customer focused with the ability to deal with individuals on all levels in a friendly and efficient manner.
- Having a flexible approach to problem solving.
- A team player.
- Well organised with a calm and efficient approach to work, the ability to meet tight deadlines and good attention to detail.
- Excellent communication, time management and organisational skills.
- Good IT skills including working knowledge of Microsoft Office suite and accurate keyboard skills. A willingness to learn how to use the Society's database software and how to edit the website.
- Presentable with good timekeeping.
- A willingness to do routine tasks, and to turn a hand to whatever is needed. Ability to be quick-thinking and flexible in dealing with the unexpected, often under pressure.
- Willingness to work flexibly outside of usual business hours and sometimes long hours, including early starts, late finishes and occasional weekend work, as part of a team complimenting and backing each other up, and also supporting other members of the department.