Job vacancy

Royal Geographical Society with IBG

Advancing geography and geographical learning

Senior 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: <u>www.rgs.org</u>

The position

The role of the Senior AV Technician, as part of the Venue Hire team, is to lead on the AV elements of Society and Venue Hire client event delivery and to assist them to project their ideas with technical expertise. They will be responsible for leading the technical team for events requiring support with Audio/Video, streaming, hybrid, lighting and recording needs. The role requires strong technical

understanding and practical experience operating event production systems, with extensive experience in A/V and technical direction for both corporate events and live events.

Salary and application details

This is a permanent, full time post subject to successful completion of a probationary period of three months. The salary range for this post is £41,645-£44,285 per annum depending on experience and qualifications. The post is based in Kensington, London.

There are a range of benefits at the Society which include the following:

- 35-hour working week with core working hours between 10.00am and 4.00pm.
- Flexible working arrangements are available with a mix of office based and home working.
- 25 days annual leave per annum plus public bank holidays.
- Society closure between Christmas and New Year, in addition to the basic annual leave allowance.
- Pension scheme 3% employee, 7.5% employer.
- Group Life Assurance at four-times basic annual salary.
- Corporate eye care vouchers.
- Cycle to work scheme.
- Free 24-hour Employee Assistance helpline with available counselling support

The Society aims to be an equal opportunities employer.

••• To apply please email <u>HR@rgs.org</u> with a copy of your CV and a covering letter explaining your suitability for the post and how you fulfil the selection criteria, along with the monitoring form.

Applications must be received by 9.30 am, Friday 15 November.

We thank, in advance, all candidates for applying and regret we are unable to write separately to those who are not selected for interview.

Job description for the post of Senior AV Technician

Post: Senior AV Technician **Department:** Commercial and Fundraising **Responsible to:** Venue Hire Sales Manager **Persons reporting:** None

Location: South Kensington, London **Salary:** £41,645-£44,285 per annum

Purpose of post

The role of the Senior AV Technician, as part of the Venue Hire team is to lead on the AV elements of Society and Venue Hire client event delivery and to assist them to project their ideas with technical expertise. They will be responsible for leading the technical team for events requiring support with Audio/Video, streaming, hybrid, lighting and recording needs. The role requires strong technical understanding and practical experience operating event production systems, with extensive experience in A/V and technical direction for both corporate events and live events.

Duties and responsibilities

- Lead the technical production of high-profile, technically complex events and assist in the hands-on delivery of events in line with the programme requirements for the venue.
- Ensure all technical requirements are set up and ready before each event starts.
- Select and prepare equipment for future events and meetings as required.
- Brief and hand over of the relevant files to the freelancer team before events.
- Provide technical support to clients and staff before events and during conferences and other event formats.
- Operate event production equipment including audio desk, lighting desk, vision mixer and PTZ cameras and operation.
- Demonstrate advanced proficiency in operating audio-visual equipment, including Digico SD9, vMix, Blackmagic Design Switcher and software, Shure Wireless Microphone.
- Set up live streaming, virtual, video and hybrid conferencing equipment and sourcing additional external equipment where required in the Ondaatje Theatre and Education Centre. OT.
- Set up video conferencing kit in meeting rooms for hybrid meeting with Zoom Teams etc.
- Test and monitor that live streaming feeds are working.
- Ensure that freelancers perform as required onsite and using our equipment; supervise and manage freelance support for event (where it is required), as agreed with the Venue team.
- Supervise and training freelancers on all existing and new equipment.
- Be proactive in research, selection and/or upgrade of AV equipment to purchase and the installation and oversight of new equipment installation.
- Ensure that AV equipment is maintained, undertaking necessary repairs or utilising a maintenance company services.
- Prepare and maintain user guides and maintain an inventory of Society AV equipment.
- Carry out regular liaison with senior executives and high-profile clients regarding their event AV needs.
- Work with the Venue team to provide feedback on possible enhancements and improvements to the Society's Events spaces.
- Meet regularly with Venue hire team colleagues to plan and fill all events requests for the week ahead including hybrid events, conferences, webinars, broadcasts, and streaming.
- Contribute to event debriefings, discussing customer feedback to ensure continuous assessment and improvement.

Selection criteria

The following are the requirements 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.

Essential

- A minimum of 5 years of experience working in a similar environment.
- Relevant technical experience.
- Willingness to work flexibly outside of usual business hours and sometimes long hours, including occasional weekend work, as part of a team complementing and backing each other up, and also supporting other members of the department
- Candidate should be knowledgeable and up to date with current and new equipment developments/trends in live events.
- Leading and taking the initiative and being a self-starter.
- Positive, friendly attitude.
- A team player.
- Well organized with a calm and efficient approach to work; the ability to meet tight deadlines and good attention to detail.
- Excellent verbal communication 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.
- Experience of managing a small team.