

JOB TITLE:	Audio-Visual Co-ordinator
HOURS:	Varied - including evening and weekend working.
PAY BANDING:	
TERMS:	Zero Hour
REPORTING TO:	Technical and Audio and Visual Technician
RESPONSIBLE FOR:	N/A

ROLE PURPOSE

Specifically, you will play a support role in the delivery of events and activities by providing audio and visual support to our customers and to the organisation. Your work will include supporting the delivery of varied activities (from conferences to seminars, live streaming presentations, shows and performances and visual arts).


This role will require flexible working, including nights and weekends.

KEY RESPONSIBILITIES

- Setting up and testing equipment (in full) during pre-event preparation – correcting any faults or recommending alternate solutions where appropriate
- Selecting / arranging appropriate cabling (type, length), signal and power to be used during events and activities
- Oversee the inventory and safe / secure storage of technical equipment and keeping equipment in good working order.
- Setting up and operating audio, video, lighting and staging/set equipment on site at events as per the event requirements and client requirements and in accordance with general (and specific) health and safety regulations and procedures.
- To oversee the dismantling and removal of the event and clearing the venue efficiently as briefed.
- To provide lighting, audio-visual and IT support to speakers, delegates and clients as required and briefed during an activity. This will include the Auditorium and other smaller meeting spaces.
- Prepare and cue presentations, video and content in advance of activities.
- Assist in the transporting of equipment and events kit (tables, chairs, posters, lecterns etc.) around the building
- as required.
- Be an active lead/support in the development of events and activity risk assessments.
- To carry out post-event evaluation, actively contributing feedback and implementing change where appropriate.
- Assist with the installation/de-installation of visual arts activity.
- Carry out initial project work/general improvement to ensure adequate technical infrastructure is in place for delivery of activity.
- To take the lead on considerations around health and safety and liability (under the supervision of the Commercial Director and the Health and Safety Manager) for events – ensuring that everything is documented and carried out (risk assessments, method statements etc.).
- Any other duties appropriate with the grade and level of responsibility of the post, for which the post holder has the necessary experience and/or training. The post holder will may also be expected to help with the running of events.

- The post-holder will be responsible for ensuring all Event's related activities are GDPR compliant as governed by the GDPR.
- Ensure compliance with all Finance Regulations and processes as directed by the Finance Director.
- Ensure that all necessary Health & Safety training for the role is completed.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> → Suitable qualifications or equivalent work experience in Audio/Visual (including electrical) → Excellent standard of written English 	<ul style="list-style-type: none"> → Degree (or equivalent) or training in a relevant discipline (lighting, sound, ITC, staging etc.)
EXPERIENCE	<ul style="list-style-type: none"> → Demonstrable experience of supporting facilitation of conference, events, performance or exhibition facility / venue → Installing visual arts (including mechanical/digital) 	
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> → Ability to think creatively and help with planning → Good knowledge of technical requirements needed for a busy multi-faceted event environment → Meticulous attention to detail → Computer literate and expert understanding of varied software packages, operating systems required to service clients and deliver activity → Detailed understanding of power and data requirements to calculate ratings and loadings of technical equipment and mains distribution → Ability to meet frequent deadlines and manage frequent irregular hours → Good knowledge of health and safety legislation 	<ul style="list-style-type: none"> → Understanding of the needs of a customer focused environment and good interpersonal skills → Skilled use of a wide range of audio / visual equipment → Experience of training AV/IT on a one-to-one or group basis to colleagues / clients with little insights but requiring a working knowledge (where relevant)

COMPETENCIES

COMPETENCY	REQUIRED BEHAVIOUR
LEADERSHIP	
STRATEGIC VISION	<ul style="list-style-type: none"> • Knowledgeable of Millennium Point vision, strategy, and direction across all areas and ability to relate this to own portfolio of activities
LEADING & INFLUENCING	<ul style="list-style-type: none"> • Inspires staff and business contacts to engage fully with the long-term vision and purpose of Millennium Point • Actively promotes Millennium Point's reputation externally and internally – publicises successes widely
CONTEXTUAL ASUTENESS	<ul style="list-style-type: none"> • Understands the underlying social, political and historical factors influencing Millennium Point and uses this understanding to achieve required aims. • Knows who the key influencers are and how to go about involving them to shape activities and deliver results across the organisation. • Understands the formal and informal mechanisms and relationships that make up the decision-making process of the organisation. • Identifies the relevant interest groups, networks and groupings
MANAGEMENT	
DELIVERING RESULTS	<ul style="list-style-type: none"> • Develops contingency plans to address unexpected developments – adjusts quickly when things change and takes prompt corrective action when things begin to divert from plan • Consistently delivers on time and to standard
MANAGING PERFORMANCE	<ul style="list-style-type: none"> • Regarded by others as an effective role model for performance, continuous learning and self-development.
PERSONAL DELIVERY	
COMMUNICATION	<ul style="list-style-type: none"> • Consistently communicates effectively with individuals at all levels from both within and outside of Millennium Point • Communicates with confidence, credibility, and tact at all times
RELATIONSHIPS	<ul style="list-style-type: none"> • Encourages inter and intra-organisational collaboration • Builds and maintains effective relationships to optimise success • Actively promotes knowledge sharing across the organisation
CUSTOMER FOCUS	<ul style="list-style-type: none"> • Displays a strong commitment to making service performance improvements • High-level awareness of the needs of internal and external customers • Outstanding internal and external customer service skills
DECISION MAKING	<ul style="list-style-type: none"> • Handles complexity and identifies the heart of problems to create clarity and act decisively • Combines a range of business information to identify key issues and risks • Recognises when decisions can be taken and when they need to be deferred to a higher level
SELF-MANAGEMENT	
SELF-AWARENESS	<ul style="list-style-type: none"> • Understands the likely implications and impact of emotions and actions, both on self and others in a range of situations. • Is aware of own personal strengths and development needs • Learns from experiences and takes action to modify own behaviour • Accepts constructive criticism • Is open to change

SELF-CONFIDENCE

- Acts with confidence and self-assurance
- Takes on stretching challenges that others may back away from
- Prepared to challenge the status quo and others in positions of power in pursuit of a specific goal

INTEGRITY

- Demonstrates a sense of commitment to openness, honesty, inclusiveness, loyalty and high standards
- Ensures confidentiality is maintained at all times

ADAPTABILITY / FLEXIBILITY

- Actively seeks out new ways of doing things in pursuit of continuous improvement
- Embraces and promotes new approaches when appropriate
- Shows willingness to lead and implement change as the organisation evolves
- Shows tolerance for ambiguity and unstructured situations
- Changes plans, goals, actions and priorities to deal with unpredictable or unexpected events, pressures, situations and job demands

SELF-CONTROL

- Manages own responses and reactions carefully when faced with demanding situations.
- Remains objective and stable