**Culture Coventry Trust**

**Herbert Art Gallery & Museum**

**Jordan Well**

**Coventry**

**CV1 5QP**

**JOB DESCRIPTION**

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| **Job Title:** | AV Technician |
| **Reporting to:** | Digital Content Producer |
| **Responsible for:** | N/A |

**SCOPE**

Culture Coventry Trust and Coventry Sports Foundation are operating as CV Life, so that the scope of this Job Description as a CV Life document extends to cover the employment of employment contracts held with either Culture Coventry Trust or Coventry Sports Foundation.

The digital team supports the activities of all CV Life departments for public-facing AV output, commercial venue hire clients and internal staff events.

Activities include exhibition installations and support, digital content creation for the website, social channels and exhibition displays, workshops and training events, lectures, performances, film screenings, conferences, and internal meetings.

**OVERALL PURPOSE AND OBJECTIVE OF THE ROLE**

To facilitate and support the provision of a diverse range of free and paid-for digitally delivered events and content both onsite and online. The AV Technician is required to have a broad range of experience to support these activities efficiently and confidently, from delivering the technical set-up for projection mapping to specifying equipment for exhibition installations and in-gallery temporary audio and visual event production systems. They are required to offer advice for the selection and purchasing, set-up and testing, basic training provision and maintenance of all relevant selected technology. The post holder will also support the production of video and audio content for our digital channels, exhibitions and displays when required.

**MAIN DUTIES OF THE ROLE**

1. To provide reliable AV support throughout the gallery. Includes temporary system builds in gallery rooms or dedicated meeting rooms, to support anything from basic PowerPoint presentations, audio and video content display, music and theatrical events, large-scale conferences, complex exhibition installations and live streamed gallery tours.
2. To maintain hardware and digital infrastructure
3. To audit, hire, purchase, and refresh equipment
4. To support collaborations with artists, offering technical support/solutions
5. Liaise with and advise internal and external clients how to best achieve their requirements with the available in-house AV facilities and equipment, supplemented with hire equipment when necessary.
6. Ensure punctual service delivery within tight time schedules and high production values.
7. Provide basic operational training to users of equipment, often to those with no prior experience, to ensure successful events.
8. Provide first line maintenance of all equipment, arranging repairs or replacement as necessary.
9. Maintain the equipment store, auditing equipment and replacing where necessary
10. To assist the Content Producer with video content production for other gallery departments, with involvement in all stages of production; operating camera and sound, and post-production to deliver content in the required format.

**Operational/ Strategic Planning**

1. Investigate and research new technology, offering advice on whether it is appropriate or advantageous to the gallery; informing the departmental strategy and corporate planning process, ensuring the department’s activities meet CV Life’s strategic objectives.

**Health and Safety**

1. To always adhere to appropriate Health & Safety practice in all areas and undertake reasonable care for own Health & Safety and other persons in the working environment appropriate to public events and working at height.
2. Work at all times within CV Life’s guidelines and policies that protect both the collection and building.

**Diversity and Equal Opportunities**

1. To value and respect your colleagues, clients, and visitors regardless of their background.
2. To cooperate and contribute to measures introduced by the Gallery to ensure equality of opportunity and encourage diversity.

This Job Description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

**RESPONSIBILITIES FOR ALL EMPLOYEES**

* To embrace and lead by example on the Company’s key values of PRIDE, PASSION and PERFORMANCE or those that might at any time be subsequently re-defined.
* To undertake all duties and fully comply with all of the Company’s general standards and those relating to the specific requirements of the role.
* To carry out tasks at a range of sites that are either operated or managed by the Companies / Trusts or where services are delivered by the Companies / Trusts
* To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the Companies / Trusts. To generally help promote the work and public image of the Companies / Trusts, always maintaining high standards of customer service and personal appearance.
* To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
* To interact positively with customers adopting a friendly and professional approach at all times.
* To support the Company’s commitment to providing a safe environment for children, young people ad vulnerable adults, ensuring awareness of the Company’s Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
* To comply with the General Data Protection Regulations when dealing with, maintaining, sharing and storing information.
* To undertake other duties as specified, which are appropriate to the qualifications, experience and general level of the post.

**Date Created: 14/11/2022**

**Date Reviewed:**

**PERSON SPECIFICATION**

**Essential Personal Attributes**

* Work as part of a team.
* Ability to move efficiently from one task to another.
* Ability to prioritise workload.
* Proactive problem-solver.
* Able to communicate effectively with other staff and clients from all levels.
* Work effectively in time pressured situations.
* Be curious and experimental with new technology

**Essential Knowledge and Experience**

* Demonstrable knowledge of visual display systems such as LCD panels, projectors (Madmapper) and essential cabling. Live audio mixing and microphone use, radio mic spectrum allocation, video camera operation, live stream encoders, video conferencing and webinar platforms (Zoom etc), non-linear editing software (e.g. Premiere Pro, After Effects, DaVinci Resolve), of basic theatrical rigging, event lighting, DMX control.
* Experience of contemporary art gallery preparation including build and A/V
* Proficient across PC and Mac OS platforms (iPad, MacMini etc), using office and presentation software with the ability to troubleshoot.
* Experience of working in an event AV environment
* Ability to explain complex AV terms to a variety of internal and external stakeholders.
* Awareness of logistical and practical issues of working in a gallery or museum.
* Willingness to offer talks about their role and be shadowed by learners on our vocational programmes

**Essential Special Skills**

* Level 4 qualification (HNC) or above in a relevant subject, e.g. Audio Visual, Creative Media Production, etc.
* A willingness and ability to work occasional weekends and evenings.