Audio Visual Technician Position

Job Summary

Set-up, operate, and troubleshoot all AV/projection/lighting/conferencing equipment, devices, and systems. Oversee the set-up of AV equipment in banquet and meeting rooms and exhibit hall, ensure all AV equipment is fully operational, repair or clean equipment when necessary. Label any broken equipment, and communicate problems to manager/supervisor. Tape down and dress all loose wire and cable. Check delivered equipment and room set-up against order. Communicate any additions or deletions to flow sheets to manager/supervisor. Assist and instruct guests/customers regarding proper usage and operation of AV equipment, up-sell different AV services, and monitor equipment operation at appropriate intervals. Break-down, remove, and secure equipment when not in use.

Follow all company safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager. Follow all company policies and procedures; ensure uniform and personal appearance is clean and professional; maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs, and thank guests with genuine appreciation. Speak with others using clear and professional language. Develop and maintain positive working relationships with others, and support team to reach common goals. Comply with quality assurance expectations and standards. Reach, grasp, turn, manipulate, move, lift, carry, push, pull, and place objects weighing less than or equal to 75 pounds. Visually inspect tools, equipment, or machines. Perform other reasonable job duties as requested by Supervisors.

Required Skills:

- A High School Diploma is required.
- Bachelors Degree Preferred
- Minimum of one (1) year of field based experience necessary
- CTS and any AV training a plus.
- Excellent customer service skills proven through demonstrated ability to interact well with people and help others.
- Intermediate to advanced technical knowledge of Audio, Video, Projection, Computer, Lighting and Rigging equipment.
• Portrays a polished professional image to meet company dress code requirements

• Must be able to accommodate a rotating work schedule to include nights and weekends.

• Must be able to lift and carry 75 pounds on a regular basis

• Ideal candidates should have a working knowledge of basic AV equipment and experience with live show audio visual in one of the following areas:
  o Hotel Audio Visual
  o Ministry
  o College AV or Media Department
  o Technical Theater Department
  o Live Show Entertainment Productions

Responsibilities:

Responsibilities include the setup, strike and operation of AV equipment in a hospitality environment. Ensures that complete customer satisfaction is achieved and is accountable for all inventory before, during and after each event

Technical Skills:

• Have solid working knowledge of AV equipment including projectors, microphones, speakers, LCD/Plasma Displays and more.

• Have basic knowledge of Audio and Videoconferencing systems.

• Basic PowerPoint skills preferred

Operational Skills:

• Adhere to and understand safety practices.

• Must have the ability to think & work independently and meet necessary deadlines.

• Ability to think ahead and anticipate customer needs.

• Good problem solving and trouble-shooting skills.

• Must be a creative thinker.
• Effective professional-level interaction with employees, customers and colleagues a must.
• PC proficient – must already know your way around a computer.

Personal Skills:
• Requires highly effective communications and customer-facing skills.
• Strong organizational and customer skills a plus.
• Good oral and written communications.
• A strong desire to learn and be trained.

Physical Requirements:
Ability to lift 75 pounds, climb ladders, crawl under tables, work on man lifts 30 feet in air, etc. This position can have physical demands.

Work Week & Hours:
This is a full time position. Be flexible to work after hours and weekends when required. Flexible schedule is available. Must relocate to Columbia SC. Occasional out of town travel is possible.

Mail resume to: rental@scav.com