



**The Architectural Association**

## **Audio-Visual and Media Technician**

<b>Salary:</b>	£33,000 to £35,000 per annum
<b>Location:</b>	London – Bedford Square
<b>Department:</b>	Audio-Visual
<b>Reporting to:</b>	Head of Audio-Visual
<b>Contract Type:</b>	Permanent
<b>Hours of work:</b>	Full-time; 35 hours Monday to Friday; 10am-6pm

### **Role Overview**

This technical role requires expertise and support over three meshed areas: the facilitation and documentation of the AA's public events and the delivery of online and archive material using video and streaming technology, the provision of AV equipment and relevant technical support to staff, students and visiting lecturers, including an equipment lending service, and the equipping, installation and maintenance of the school's teaching spaces. The role is full-time site-based Monday – Friday and will require flexibility to work evenings and weekends.

### **Main Responsibilities**

- To assist in the provision and running of the AA's Audio-Visual Department and to follow working practices outlined by the school and its executives.
- To liaise and collaborate with relevant departments in the planning and implementation of public events, lectures and exhibitions.
- The stage management, monitoring and documentation of live public events and broadcasts.
- The video recording and online streaming of public events, the necessary preparation of archive video material for school and third-party use, and the securing of copyright agreements.
- Lead in the preparation, production and publishing of media content online to relevant platforms.
- Where necessary lead on projects involving AV technology and liaise with relevant third parties and contractors.
- To facilitate the running of new and existing media studios and to implement media workflows, lens-based work, audio production and motion capture.
- To equip and maintain the AA's teaching spaces as required. To maintain regular links with AA Coordinators in this regard and to work flexibly to maintain the smooth running of the School's academic programme. To offer full expert technical on demand support where required.

- To lend and demonstrate audio-visual equipment to staff and students and ensure the department's lending and insurance policies are followed.
- The maintenance and first-line repair of equipment stock (including scheduled installation work). To liaise with the Head of Department in relation to stock control, repair and purchasing of new equipment.
- To keep up-to-date records of equipment stock and archival material.
- To give expert advice and technical support to students and staff where required
- To organise student assistant working rota and payments and deliver training where necessary.
- To be aware of all school policies and developments. To be compliant in undertaking training and/or instruction as required by the School or Department.
- Keep abreast of technological advances and developments pertaining to AV hardware and software, constantly develop and improve new and existing resource.

All staff must:

- Comply with all legislative and regulatory requirements (e.g. Finance, HR, Health & Safety)
- Adhere to the requirements set out in the AA Code of Behavioural Expectations and other institutional policies.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

### **Person Specification**

We are seeking a dynamic, creative and dedicated mid-level audio-visual technician with experience of working in a high-profile educational setting. We seek a methodical, flexible person who responds well to the demands of live events and would enjoy working alongside some of the most creative students in the world.

The applicant must be able to work under their own initiative, and excellent interpersonal skills are essential. You will have advanced knowledge of a variety of Audio-Visual solutions and systems and be capable of installing and operating a wide range of AV equipment from projection to live broadcast video and audio mixing. The ideal candidate will be able to demonstrate working in a busy client facing role offering professional AV hardware and software support.

Essential:

- A minimum of 2 years in a AV Technician/Media Technician role
- Ability to research and adapt to new technologies and processes
- Experience working in live event production
- A positive can-do attitude
- BSc or equivalent qualification in areas such as: creative media production, audio production, digital media technology, film production
- Experience with a broad range of software with a bias towards film production and audio production (Premiere Pro, Final Cut Pro, Logic Pro X, Ableton Live)

- Working knowledge of video streaming technologies
- Awareness of academic practices and procedures
- An open attitude and awareness of architecture, art and design
- Ability to communicate and operate effectively in high pressure situations
- Experience of working in a similar educational environment would be an advantage

Desirable:

- AVIXA CTS Certification
- Working knowledge of virtual production
- Working knowledge of Unreal Engine 5
- Working knowledge with the BlackMagic ecosystem

Creative thinking and problem-solving are essential skills for AA employees. Ideal candidates will be high-energy individuals and team players.