



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE AUDIO VISUAL TECHNICIAN	2.DIVISION HEAD OFFICE	3. DEPARTMENT CORPORATE COMMUNICATIONS
4. ORGANIZATIONAL RELATIONSHIP The Audio Visual Technician will report to the Manager-Corporate Communications.		5. NATURE & SCOPE The Audio Visual Technician is responsible for the operation of multimedia or sound reproducing equipment used in the development and delivery of audio/visual presentations. He/she will also be responsible for the maintenance of the audio/visual equipment and the safety of the work environment.
6. SPECIFIC ACCOUNTABILITIES The Audio Visual Technician: □ Installs, configures and connects audio-visual equipment, including microphones, mixing consoles, amplifiers, projectors, lighting systems and related equipment. □ Assists recording and production personnel, programme producers and presenters in the production of audio, visual and multimedia content. □ Performs video editing and post-production activities, as required. □ Provides technical guidance and responds to enquiries regarding the operation and use of audio-visual equipment and systems. □ Cleans, maintains, troubleshoots and performs minor repairs to audio visual equipment and related mechanical components. □ Maintains records relating to the maintenance, repair, servicing and distribution of audio-visual equipment. □ Inspects and evaluates audio visual equipment to determine maintenance, repair or replacement requirements. □ Plans, installs, operates and provides technical support for the Authority's meetings, conferences, training sessions and other events requiring audio-visual services. □ Maintains an inventory of audio visual equipment, accessories, spare parts and related supplies. □ Conducts site assessments to determine audio visual requirements and recommends appropriate equipment configurations. □ Advises users on the appropriate selection, operation and safe use of audio visual equipment for various events and activities. □ Performs any other related duties as specified by the appropriate Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES □ Knowledge of the installation, operation, maintenance and troubleshooting of audio-visual and multimedia equipment. □ Knowledge of the installation, configuration and troubleshooting of video conferencing systems. □ Working knowledge of Microsoft Office Suite and other relevant computer applications. □ Knowledge of basic audio and video editing techniques and multimedia production processes. □ Good verbal and written communication skills. □ Ability to diagnose technical problems and perform minor repairs to audio-visual equipment. □ Ability to provide technical support and training to users with varying levels of technical proficiency. □ Ability to organise and prioritise work to meet operational deadlines. □ Ability to work independently and as part of a team. □ Ability to maintain accurate inventory, maintenance and equipment records. □ Must possess the physical strength to safely lift and transport equipment.		
8. MINIMUM TRAINING AND EXPERIENCE □ Training as evidenced by a Diploma or Certificate in Digital Media Arts, Multimedia Studies, or equivalent technical certification from a recognised institution. □ A minimum of three (3) years' practical experience in the installation, operation and maintenance of audio-visual and/or multimedia equipment. □ Experience supporting meetings, conferences, training sessions or other events requiring audio-visual services would be an asset.		

Any equivalent combination of training and experience.
9. SUPERVISORY RESPONSIBILITIES
NA
<i>Internal:</i> - Manager-Corporate Communications - Senior Corporate Communication Officer - Communications Officer - Web Content Specialist - Graphic Designer - Clerk I - Chief Executive Officer - Other Members of the Management Executive Team and Management Team - All Heads of Departments - Other Members of Staff <i>External:</i> - Suppliers - Ministry of Health Personnel (Corporate Communication, Health Promotion) - Other Regional Health Authorities - Communities of the Eastern Region