

# JOB DESCRIPTION

POSITION	AV Coordinator
REPORTS TO	AV/ICT Manager
DEPARTMENT	AV/ICT
DIRECT REPORTS	AV Technician
CONTRACT	Permanent

## VISION, MISSION AND VALUES

### Our Vision

A Scotland where all people feel empowered through learning and engagement with science to make positive differences in their lives, their communities and to society as a whole.

### Our Mission

We want to inspire everyone to explore and understand the world around them and to discover and enjoy science.

### Our Values

Are at the heart of our business and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **We strive for excellence** to be the best we can be to make a positive impact on society.
- **We are inclusive** and want to make GSC a welcoming, respectful and supportive community for everybody.
- **We innovate** by being proactive, inquisitive and always ready to learn and improve.
- **We collaborate** to build relationships with our community to empower and support lifelong learning together

## ROLE PURPOSE

Glasgow Science Centre offers in house technical production support across its highly unique events spaces. Primarily an event support role, the AV Coordinator will provide technical expertise across an expanding and wide-ranging event programme and offer first class technical production solutions including the management of a team of in house and freelance AV Technicians in their delivery.

## KEY RESPONSIBILITIES

- To work with the Events teams and be responsible for the support, duty delegation and supervision of the internal AV team and freelance staff across a range of events.
- To meet with internal / external clients around their production needs and produce competitive technical production quotes, working within a client's specific budget targets.
- To undertake the setup, configuration, installation and troubleshooting of presentation systems for the events programme as and when required.
- To provide audio-visual, lighting, filming, streaming, IPTV and any other required production services to the highest level.
- To ensure that all legislation, including health, safety, fire, COSHH and any other legislation relevant to the Science Centre, regarding the safety of the public and staff is acknowledged and adhered when setting up events.
- To assist in maintenance and upkeep of the wide-ranging integrated Audio-Visual equipment across the site, including large format LED digital signage, interactive exhibits on the floors floor, the IMAX projection system and full dome digital planetarium system.
- To assist in the development and implementation of an AV strategy for GSC, particularly in pushing new technologies across different areas of the business.
- To assist in the development of AV policies and procedures.
- To provide AV input to GSC infrastructure development projects when required.
- To implement the GSC 5 star Customer Service promise. Offer a fun, safe and welcoming environment to all customers.
- To work within the guidelines of GSC's Health and Safety policy and procedure.
- To carry out other reasonable duties/tasks as required, to deliver and meet the objectives of your team and Glasgow Science Centre.

PERSON SPECIFICATION		
Qualifications, Skills, Experience and Knowledge	Essential	Desirable
Previous experience in a technical event role	x	
Comprehensive knowledge of Audio-Visual presentation systems for live events, including Audio, Video and lighting control systems and their programming and process	x	
Working knowledge of unique video formats and video signal flow	x	
Strong ICT skills	x	
Working with budgets in an event production role preferably client facing with the ability to effectively produce technical quotes and reports	x	
Experience of working high profile events in a corporate setting with demonstrable evidence		x
Experience of operating video systems including switching projectors, video walls and streaming		x
Experience of installation of integrated Audio-Visual systems		x
TCP/IP networking or experience with AV over IP technologies		x
DMX protocol (including Art net) and basic lighting programme		x
Knowledge of presentation delivery software – Playback Pro, PPTx, Keynote, Resolume		x
IOSH Certified		x
Personal Qualities		
<ul style="list-style-type: none"> <li>• A high degree of commitment to GSC's science mission.</li> <li>• Flexible to work evenings, weekends and holidays as required to meet deadlines and needs of GSC within and outwith your own department.</li> <li>• A passion for excellence, creativity and technical innovation.</li> <li>• A willingness to work hard often under pressure.</li> <li>• Ability to prioritise and work to tight deadlines.</li> <li>• Strong communication, presentation and customer service skills.</li> <li>• Results driven and people orientated</li> </ul>		