

# Job Description

## AV Manager

<b>Position:</b> AV Manager	<b>Department:</b> IT & AV	<b>Reporting to:</b> Head of IT & AV
<b>Salary:</b> circa £40k	<b>Contract:</b> Permanent	<b>Hours per week:</b> 37.5 ( 5 days out of 7)

**Job purpose:** We are looking for an experienced AV Manager to manage our small team of AV & IT professionals. You will be responsible and accountable for the entire Stadium MK business AV function. The role will require you to work, home matchdays and events, this will require the need to be available out of hours to support clients on site as and when required.

### **Role Competencies:**

#### **Planning Timescales:**

- To be able to support conference & events sales and operations with the promotion and supply of required event equipment
- Experience in managing and ordering of AV equipment in a timely manner.

#### **Decision Making:**

- To be able to manage and deploy staff as required
- To be able to demonstrate deputising and make decisions for the Head of department when they are not on site.

#### **Impact & Influence:**

- To ensure the workload of the team does not become overloaded.
- To have a proven track record in engaging with Conference & Event teams to provide advice and support

#### **Skill Level:**

- To have a proven and demonstrable working application towards AV technologies.
- To demonstrate how you keep up to date with AV technologies
- Proven track record in managing people
- Be able to critically analyse and identify AV technical skill gaps for the team

#### **Communication:**

- Excellent communication skills at all levels
- Cascade the AV strategy to support the business and events
- Ability to ensure information cascades to the department heads where critical incident occur.

#### **Budget Management:**

- Must have experience of managing a budget

- Be able to demonstrate the management of AV hire and procurement

**Lead & Develop:**

- Demonstrate the ability to manage and develop teams
- Proven track record in managing and rotaring resources

**Operating Parameters:**

- Experience of supporting customers
- Experience of writing policies
- Experience of managing projects
- A keen eye for detail.
- We believe this role has physical elements; this involves lifting equipment with a weight of approx. 15kg.
- Will be required to take part in the team out of hours rota, once up to speed with the requirements of the role, this will attract a £1k allowance to be agreed by the Head of IT.

**Essential & Desirable Job Criteria:**

To ensure success as an AV Manager, you must have an excellent working knowledge of commercial audio and video equipment. E

Good working knowledge of Hybrid meeting techniques and technology. D

Experience of filming techniques D

Excellent troubleshooting skills. E

Must be able to demonstrate a proactive approach to the management of own and teams day-to-day tasks. E

Must be able to push back where issues of safety or non-compliances arise. E

IT Desktop support -D

To ensure that equality, diversity and inclusion is maintained and developed across all programmes and areas of the business.

Competency Total:

Level: