


Ref #:	
 Government of Trinidad and Tobago <u>JOB DESCRIPTION</u> CONTRACTUAL POSITION	
JOB TITLE: AUDIO VISUAL OFFICER	
JOB SUMMARY:	
<p>The incumbent plays a key role in the comprehensive setup, rigorous testing, adept operation, thorough assessment, and proficient repair of sound and video equipment essential for a variety of live or pre-recorded events. These events range from meetings and video conferences. The role involves hands-on operation of a wide array of audio and visual tools, including but not limited to microphones, audio speakers, video screens, projectors, video recorders, and other recording devices. Additionally, the officer will manage video monitors, sound and mixing boards, and tailor custom lighting systems to suit the specific requirements of each event.</p>	
REPORTS TO:	Head –Communications or designated officer
SUPERVISION GIVEN TO:	N/A
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ▪ Oversees audio and video quality control for both live and pre-recorded events, ensuring optimal performance. ▪ Installs and operates audio-visual equipment, adeptly handling setup requirements for diverse event formats. ▪ Manages and maintains equipment inventory, ensuring availability and readiness for all events. ▪ Collaborates with communications and IT teams, contributing to the planning and executing event-specific technical and production needs. ▪ Leads site assessments and technical preparations, ensuring venues meet all necessary specifications. ▪ Directs technical crews during events, overseeing project execution and troubleshooting any equipment issues. ▪ Engages with external stakeholders, including exhibitors, vendors, and sponsors, to align event details with technical capabilities. ▪ Develops comprehensive project scopes for multimedia initiatives, from conceptualisation to execution. 	

KNOWLEDGE, SKILLS, AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Sound knowledge of cameras and lighting techniques; ▪ Knowledge of multimedia production software and editing equipment; ▪ Excellent knowledge of word processing software;
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Excellent verbal and written communication skills; ▪ Ability to work as part of a team; ▪ Ability to use computer systems for multimedia projects; ▪ Excellent customer service skills; ▪ Ability to work flexible working hours. ▪ Physically ability to lift heavy equipment
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ▪ Minimum of two (2) years' experience in a similar field. ▪ Training as evidenced by Certificate in digital media arts, Multimedia Studies, or equivalent technical certification. ▪ Any suitable combination of experience and training. 	