

# Job description

**Royal  
Geographical  
Society**

with IBG

Advancing geography  
and geographical learning

## ● AV Technician

### ... **The Society**

The Royal Geographical Society (with the Institute of British Geographers) is the learned society and professional body for geography and geographers. It is also a charity and a membership organisation. The Society was founded in 1830 and has been one of the most active of the learned societies ever since. It was pivotal in establishing geography as a teaching and research discipline in British universities and continues to play a key role in geographical and environmental education.

The Society is a leading world centre for geographical learning – supporting education, teaching, research, professional practice and scientific expeditions, as well as promoting public understanding and enjoyment of geography and providing advice to policymakers.

The Society has an international membership of approximately 16,000, 31 specialist research groups, and a programme of activities that extends far beyond its membership to broad engagement with more than three million people per year. Over 200 lectures, conferences and other events are organised each year including a major four-day Annual Conference, a programme of popular lectures, professional development for geographers, and policy-related discussions.

The Society also publishes, under contract, scholarly journals and the popular Geographical magazine. It empowers others through a programme of grant-giving in support of research, fieldwork and expeditions, and teaching. The Society's information resources include its historic geographical Collections of maps, images, books, manuscript archives and artefacts.

The Society offers professional accreditation to members through Chartered Geographer status.

The Society is based in a listed building in its own grounds in Kensington opposite Hyde Park, and operates nine regional branches in the UK and two overseas. There are 57 permanent staff, together with temporary, and volunteer staff.

Applicants are strongly recommended to familiarise themselves with the current work of the Society set out on our website [www.rgs.org](http://www.rgs.org)

### **The position**

We are seeking an individual to successfully provide technical AV support to deliver events at the Royal Geographical Society. Working within an experienced Venue team, including a Senior AV Technician and with freelance support available, the post-holder will deliver and manage AV requirements for a mix of Society and Venue Hire clients.

The AV Technician is responsible for supporting the planning and delivery of in-person and hybrid daytime and evening events, providing technical expertise across an array of streaming platforms.

High quality professional AV performance is central to the delivery of our annual schedule of over 700 events and the post-holder will ensure that the highest standard of quality is met in all areas.

### **Salary and application details**

This is a full-time permanent appointment, subject to successful completion of a three-month probationary period. Hours are Monday to Friday 9.30am-5.30pm (with a one-hour lunch break), plus overtime for Monday night lectures, some evening and weekend working required. The post will be salaried between £31,200-£34,320 per annum depending on experience and qualifications.

There are a range of benefits at the Society which include the following:

- 35-hour working week.
- Office-based with opportunity for occasional home working.
- 25 days annual leave per annum plus public bank holidays.
- Society closure between Christmas and New Year, in addition to the basic annual leave allowance.
- Generous pension scheme - 3% employee, 7.5% employer.
- Group Life Assurance at four-times basic annual salary.
- Corporate eye care vouchers.
- Cycle to work scheme.
- 24-hour Employee Assistance helpline with available counselling support.

The Society aims to be an equal opportunities employer.

To apply please email [HR@rgs.org](mailto:HR@rgs.org) with a copy of your CV and a covering letter explaining your suitability for the post and how you fulfil the selection criteria.

Applications must be received **by 9.30am on Monday 3 March**. We regret that we are unable to respond to all applications and can only notify shortlisted candidates.

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## Job description for the post of AV Technician

**Post:** AV Technician  
**Department:** Enterprise and Resources  
**Responsible to:** Venue Hire Sales Manager

**Location:** London, South Kensington

**Salary:** £31,200-£34,320 per annum

### Purpose of the post

The AV Technician will be a part of the Venue Hire team, whose prime function is to provide technical support across all meeting rooms spaces and run events in the main theatre of 700 seats and in the Education Centre of 100 seats.

The AV Technician will work closely with the Senior AV Technician and help deliver the Society's activities. The role requires strong technical understanding and practical experience of operating event production systems, with extensive experience in A/V and technical direction for both corporate events and live events.

### Duties and responsibilities include:

- Join a small in-house team to support all the Society's audio-visual requirements, including operating AV equipment, planning for events and AV support during and after events
- Support the Senior AV Technician in the technical production of high-profile, technically complex events and assist in the hands-on delivery of events in line with the programme requirements for the venue.
- Ensure all technical requirements are set up and ready before each event starts.
- Support the Senior AV Technician to ensure that freelancers perform as required onsite and using our equipment.
- Brief and hand over of the relevant event information, A/V requirements and associated files to the freelance team before events.
- Provide technical support to clients and staff before events and during conferences and other event formats.
- Meet regularly with Venue hire team colleagues to plan and fill all events requests for the week ahead including hybrid events, conferences, webinars, broadcasts, and streaming.
- Select and prepare equipment for future events and meetings in the Education Centre and Meeting Rooms as required, and assist the Senior AV Technician in preparing equipment for events in the Ondaatje Theatre and/or complex events.
- Operate event production equipment including audio desk, lighting desk, vision mixer and PTZ cameras and operation. Training will be offered for all the in-house AV equipment.
- Live audio using a Digital mixing desk/DigicoS SD9 Allen&Heat Q16.
- Live video using PZM camera, Vmix and Blackmagic design equipment.
- Use of Jands lighting desk.
- Editing of video footage to provide clients with recordings of their events.
- Set up live streaming, virtual, video and hybrid conferencing equipment and sourcing additional external equipment where required.
- Set up video conferencing kit in meeting rooms for hybrid meeting with Zoom Teams etc.
- Test and monitor that live streaming feeds are working.
- Assist in training Freelancers in use of all equipment.
- Select and prepare equipment for future events and meetings as required.
- Assist in the selection and/or upgrade of AV equipment to purchase and the installation and oversight of new equipment installation.



- Ensure that AV equipment is maintained, undertaking necessary updates, repairs or utilising a maintenance company services.
- Assist in preparing and maintaining user guides and maintain an inventory of Society AV equipment.
- Contribute to event debriefings, discussing customer feedback to ensure continuous assessment and improvement.

**Selection criteria**

The following are the requirement for this post. These are the criteria against which candidates will be shortlisted and judged, and it is in your interest to ensure that you cover each of these areas in the covering letter of your application.

- A minimum of three years of experience working in a similar environment.
- Relevant technical experience
- Leading and taking the initiative and being a self-starter.
- Enthusiastic and self-motivated.
- Positive, customer focused with the ability to deal with individuals on all levels in a friendly and efficient manner.
- Having a flexible approach to problem solving.
- A team player.
- Well organised with a calm and efficient approach to work; the ability to meet tight deadlines and good attention to detail.
- Excellent communication, time management and organisational skills.
- Good IT skills including working knowledge of Microsoft Office suite and accurate keyboard skills. A willingness to learn how to use the Society’s database software and how to edit the website.
- Presentable with good timekeeping.
- A willingness to do routine tasks, and to turn a hand to whatever is needed. Ability to be quick-thinking and flexible in dealing with the unexpected, often under pressure.
- Willingness to work flexibly outside of usual business hours and sometimes long hours, including early starts, late finishes and occasional weekend work, as part of a team complimenting and backing each other up, and also supporting other members of the department.