

## **Aspire Job Description**

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**Job Title:** AV Systems & Auditorium Operator **POSITION ID:** ASA0572

**Entity:** **ASPIRE DEFENCE SERVICES LIMITED (ADSL)**

**Location:** Tidworth Garrison

**Reports to:** Garrison Theatre Manager

**Key Purpose of the Role:** Provide presentation and conference facilities within the Garrison theatre.

**Key Responsibilities:**

**Service Provision**

- Provide conference and training requirements within the Tidworth Garrison theatre.
- Ensure all bookings are provided for each event booked via the theatre booking system.
- Provide technical support for the operation and maintenance of the state of the art AV equipment.
- Provide resources and guidance where required to users of the facility.
- Brief lecturers and conference organisers on the facilities and on the technical handling of audio visual presentation equipment.
- Ensure all bookings meet the required standards including set up of conference facilities and meeting rooms, moving furniture, audio visual equipment and coordination of catering/refreshment requirements.
- Provide on-site support to users during normal working hours.
- There is a requirement for overtime to cover out of hour's bookings.

**Quality, Health, Safety and Environment**

- Ensure that all areas of personal responsibility are adapted to ADSL QHSE policies and procedures.
- Take all responsible precautions to ensure health and safety of themselves, ADSL employees, customers or members of the public are not affected by their activities.
- Report all health and safety defects, near misses, dangerous occurrences and spillages to the Aspire helpdesk.

**Other**

- Maintain security of the Garrison theatre and equipment.
- Open and close the Tidworth Oval.
- Carry out such other duties as may be reasonably required from time to time.

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### **Qualifications**

#### **Essential:**

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#### **Desirable:**

- A recognised qualification in sound/IT engineering.

### **Experience & Knowledge:**

#### **Essential:**

- Technical knowledge of AV equipment
- Time management skills
- Customer focused
- Strong communication and inter-personnel skills
- Willingness to help and flexible approach to work
- A working knowledge of Microsoft office packages including multimedia, PowerPoint.

#### **Desirable:**

- Conference management experience
- Video conferencing set up.
- Background knowledge of health and safety

### **Skills:**

- Foresees potential issues and enhances control measures.
- Ability to forward plan to identify servicing schedules and replacement requirements to AV systems.
- Excellent organisational skills are required.
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### **Date:**

19/04/2017