

Audio-Visual Technician

Full-time | 40 hours per week, with some early starts, evening work and weekends
Reports to: Head of AV Services

About the Royal Society of Medicine (RSM)

The Royal Society of Medicine (RSM) is a UK charity and membership organisation dedicated to advancing health.

Through learning and collaboration, we empower a global community of healthcare professionals to enhance their practice and improve patient outcomes, while promoting a broader understanding of health through public engagement.

Founded in 1805, the RSM has a long history of bringing individuals with diverse experiences together to share knowledge and pioneer new approaches to medicine and healthcare. Today, our membership connects the full spectrum of healthcare disciplines and career stages, with our educational events programmes and learning resources supporting healthcare professionals worldwide.

Our members, partners and collaborators work collectively, drawing on one another's expertise to raise standards and develop innovative solutions.

Together, we are transforming healthcare, and lives, for the better.

Job Purpose

The purpose of the role of AV Technician is to successfully deliver/produce events, virtual and in person, from a technical audio-visual aspect.

The AV Technician will also be providing a first-line and highly skilled AV and IT services and support, including on-the-spot diagnosis and rectification of problems as and when they occur for presenters at conferences and meetings whether virtual or face to face. Working closely in association with the Education or Events team, the role will technically (AV) produce seamless events/meeting and look after the record management of the AV equipment assets and contents on digital platforms.

You will have all round live event skills such as sound, video, lighting and have in depth experience with live streaming. Being a good communicator is also key as you will often have to talk with clients either through written or verbal communication.

Key Responsibilities

- The Technical Production of an event/meeting, face-to-face events within the RSM by operating the in-built AV equipment (video, sound, light, graphics, stage)
- Virtual meetings, which can include: Pushing VTs, Advancing Slides, Managing engagement tools such as Q&A/Polling/Whiteboards
- Reporting to HOD Audio Visual of encountered issues/technical fails, and setbacks/discussions with clients/internal stakeholders
- Support the team with production-based work, set-ups, tests and rehearsals according to schedule and show flows
- Conduct tech-checks and dry runs with speakers/organisers, handle on-the-fly video edits for a seamless playback, minor ppt editing of slides, etc.
- Managing the platform engagement tools, downloading reports and sending them to colleagues/clients
- Preparing relevant platforms for a seamless virtual production (incl. uploading of content), checking all streams and interactive features are functioning accordingly, post event reporting (data) and recording edits for an on-demand access on YouTube/Vimeo
- Adhering to the cleanliness, presentation SOP of all AV rooms, stores and equipment
- Looking after the asset/equipment according to the SOP, reporting any faults/thefts, ordering consumables, preparing the AV gear for next event/meeting where possible
- Updating and maintaining records and technical databases (SharePoint)
- Keeping the AV SharePoint documentation up to date on equipment/solutions, ensuring the operational information is still relevant and delete files when needed, keeping record of new information/content and activities within the AV department
- Ensure health and safety measurements are met during setups and working in the environment
- Point of contact for external contractors and production companies, ensuring the relevant H&S of the RSM are met at all times. Acting as the H&S marshal during large events
- Liaising with clients/stakeholders both internal and external- Providing advice and guidance for their audio-visual and technical requirements for future meetings by video call phone, in person and/or via email Identify, research and actively pursue new commercial and strategic partnership opportunities that align with the RSM's mission and offerings.
- Develop and manage a pipeline of qualified leads across multiple sectors, including medtech, pharma, financial services, legal, consulting, and private equity.
- Maintain a focus on generating sponsorships (for Section and Central events), as well as wider strategic and corporate partnerships.
- Accurately profile and target prospective sponsors or partners for both in-person and online events, educational activities, and wider organisational initiatives.

Skills and Experience

- In depth all-round experience with corporate live events in domains such as sound, video, lighting, broadcasting and have in-depth experience of technically producing live streams and Webinars on solution such as Zoom/Teams and OBS/vMix.
- The AVT does have a proven affinity for the AV industry and the eye for detail. Being a good communicator both written and oral and always act in a professional manner.
- Video-mixer operating skills with technology such as Ascender, OBS and/or vMix
- Various data projectors resolutions and other video display or capture systems
- Digital audio mixers, DSPs and amplification systems
- Video conferencing technology (hard and soft codecs)
- Audio and Video recording technology
- AMX control systems
- Live streaming/simulcasting to various platforms YouTube, Vimeo etc
- Good understanding of ARS solutions e.g. Sli.do
- Basic experience with video editing software and video file management
- Various VC and Streaming platforms
- Video shooting and editing processes/software (Adobe/DaVinci)
- Be IT literate with VoIP, NDI, Dante, DMX, webRTC etc.

The post holder must always when conducting responsibilities and interacting with others:

- Uphold the vision, mission and values of the RSM.
- Support effective communication and consistent management of RSM policies and procedures throughout the organisation.
- Adhere to the Society's Health and Safety regulations and ensure the safety of oneself and others engaged in the RSM premises and work by reporting hazards to a senior manager for address or taking actions (where possible) to remove safety hazards.
- Adhere to the Society's Data Protection regulations and only use data as required to undertake their role and handle it in an appropriate and confidential manner.
- Fully subscribe to the spirit of and adhere to the Society's people policies in particular the Discrimination, Bullying, Harassment, Victimisation policies.