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# Example of Audio Visual Tech Job Description

Our company is hiring for an audio visual tech. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for audio visual tech

* Executes all aspects of videoconference support including call set up, end user training, troubleshooting, and follow through on escalation of issues
* Provides consultation and education to all levels of end users on presentation technologies
* Maintains conference room integrity
* Performs regular preventive maintenance checks (e.g., either report or address issues such as cable management issues, safety standards noncompliance)
* Escalates housekeeping and technical issues outside of AV and conferencing technology and applications to appropriate department
* Maintains understanding of current and new presentation technology
* IT Support and Assist in evaluation of new technology, strategic planning for video conferencing and A/V platform
* Technical support resource for MFS Conference rooms and AV activities
* Provide guidance and usage insight on AV & telecom initiatives
* Ensure timely resolution of all production issues

## Qualifications for audio visual tech

* Ability to work with the public and diverse departments and vendors
* Full knowledge and understanding of company and departmental rules and regulations, policies and procedures
* Five to seven years audiovisual technology management experience
* Five to seven years AV and presentation technologies experience
* Working knowledge of Microsoft Office (Word, Excel, Lync, PowerPoint, Outlook)
* Ability to facilitate tasks with internal and external staff to assure meeting and event success