Downloaded from <https://www.velvetjobs.com/job-descriptions/av-technician>

# Example of AV Technician Job Description

Our innovative and growing company is looking for an AV technician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for AV technician

* Maintain a working knowledge of all AV equipment in stock and other equipment regularly used and, where possible, assist in problem solving/fixing of such equipment
* Ensure that a strong working relationship is established and maintained with our designated AV suppliers and clients
* To assist with equipment maintenance, preparation, delivery, setup and collection
* Ensure video editing, encoding and other video related work is carried out as per client instruction within given timescales
* Candidate should have a strong knowledge of audio and video encoding formats and be able to utilize software to render and convert audio and video into formats that are acceptable to the property systems
* Maintain records of maintenance, repair and distribution of equipment
* Sets up and operates sound equipment for live entertainment
* Perform daily inspection and operational check of all audio/visual equipment and media devices in all conference rooms and at start of business day
* Perform on-site and remote testing for domestic and global offices
* Coordinate with the design team to determine AV basic infrastructure requirements for any new conference room or media design

## Qualifications for AV technician

* Must have the ability to sit, stand, stoop and bend for extended periods of time
* PC & Networking proficient (must already know your way around a computer)
* Can sit, stand, stoop and bend for extended periods of time
* Knowledge of Service Request Management and service processes, procedures and policies
* Strong understanding of Service Development, Management and Operation tools
* Experience with management of end-user peripherals including asset management