



Example of Audio Technician Job Description

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

Responsibilities for audio technician

- Ensure that the client has an in-depth understanding of the services they will be receiving and an accurate cost estimate with possible additional charges
- Excellent customer service skills and be able to work under pressure at times
- Assure that all equipment is handled in a way that minimizes wear and tear
- Take cues from the designed cue caller when in performance mode
- Investigate faults and recommend further actions to rectify
- Carry out regular preventative room checks, ensuring all equipment functions correctly in accordance with the room check procedure, including morning, evening, monthly and lamp life checks
- Ensure that all faults are reported in the correct way and in a timely manner
- Carry out first line fault repairs
- Maintain an accurate portable AV equipment asset inventory
- Install projector lamps on an as needed basis

Qualifications for audio technician

- Flexible hours for availability (including evenings and weekends) when the building is open
- Experience working with audio visual gear and solutions such as Lync/Skype, WebEx, GoToAssist, Sococo, vBrick
- Proficient in the use of various collaboration tools that leverage conference room AV systems such as Skype for Business, WebEx, Sococo
- Associate's degree or equivalent from two-year college program or technical school

- Strong Troubleshooting skills including Network Software, Hardware