



Position : Banquet Ops – AV Technician

Job Summary : Responsible for audio visual systems, video, equipments and setup prior to event, working closely with organizers

Specific duties and responsibilities

1. Manages all pre-setup requirements by testing installed equipments to ensure proper functioning
2. Trouble shoots problems and makes mechanical or minor repairs/adjustments to equipment. Take pre-emptive measures to correct problems
3. Prepares recommendations to replace faulty or obsolete equipment by consulting with Maintenance Manager.
4. Carries equipment assessments as part of facilities upgrade plans. Advises on the technical quality of equipment loaned/purchased.
5. Manages audio system and video equipment during event and be accurate in managing timing
6. Work closely with event organizers by providing guidance, advice and recommendations on equipments designated for event use.
7. Handles dismantling of setup giving extra care to equipments.
8. Upkeeps and maintains the sound system in the Club
9. Maintains and upgrades knowledge skills by reading trade and professional journals and publications.
10. Performs other duties assigned