Lead Video Technician Job Description

Job Title: Lead Video Technician
Department: Event Productions
Job Type: Regular Full Time
Classification: Non-Exempt Hourly

JOB SUMMARY
Primary responsibilities include operation of all Audio Visual (AV) support resources for AVT Productions. Collaborate professionally with Production staff, union employees and other AVT Productions departments to service all AV technical support requests for events. The Lead Video Technician will serve as the onsite AV point person and coordinator for assigned events and manage warehouse operations. The Lead Video Technician works with and coordinates on site staff during loads in, operates and dismantles audio visual equipment and ensure complete load outs for all events, and management of warehouse assets.

JOB RELATIONSHIPS
- Reports To: Warehouse and Logistics Manager
- Indirectly Reports To: Production Managers, Director of Event Productions
- Direct Reports: no
- Hiring Authority: No

ESSENTIAL DUTIES & RESPONSIBILITIES
- Oversee resources to proactively ensure high quality service delivery while striving for continuous improvement.
- Responsible for following protocols for A/V products and services.
- Responsible for completing all AV event setup and teardown for events.
- Responsible for ensuring Santa Clara and property inventories ship and return to correct locations
- Plan and implement event sets and strikes using R2 WMS
- Record event inventory usages with barcode scanners and R2
- Responsible as lead technician of multiple breakout sessions at one time
- Responsible for setup, operation and strike of equipment during break out meetings, general sessions, galas, banquets, receptions and all other varieties of live events
- Provide professional, courteous technical support service to all customers with an emphasis on client services.
- Operational support and training for all sound and lighting control devices within client’s properties.
- Provide solutions for presentation needs occasionally under high-pressure circumstances.
- Provide immediate response to requests for assistance to events in progress.
- Setup, calibration and technical support for following types of systems: display devices and mounting systems to include projectors front and rear, large screen LCD monitors.
- Setup and operation of portable audio systems including music program and speech reinforcement.
- Setup and Strike of lighting, video, audio and other meeting and event hardware.
- Secure signed work orders and approval on any added equipment
- Manage warehouse and temporary storerooms by organizing and tracking inventory counts.
• Responsible for ensuring part time A/V techs and union employees deliver the expected AVT Productions level of service.
• Responsible for the quality of service delivered by part time A/V Techs and union labor.
• Coordinate part-time staff and manage their workflow.
• Manage part time AV techs and union employees daily assignments and duties
• Responsible for ongoing coaching and development of staff and timely performance management feedback.
• All other duties as assigned.

QUALIFICATIONS
• 1-2 years of audiovisual experience required.
• Audio Visual/Convention Center/Hotel/Arena/Large Venue/Broadcast experience is a plus.
• Ability to read audio visual design documents.
• Knowledge of Microsoft Office products including Outlook, Excel and Word
• Ability to manage cable installation & terminate a wide range of audiovisual and data connectors.
• Ability to build equipment racks and dress all cabling in a professional manner.
• Ability to meet tight deadlines and work well under pressure.
• Strong organizational skills, time management skills and attention to detail required.
• Strong verbal and written communication skills.
• Ability to prioritize and manage multiple tasks/projects.
• Ability to work independently without supervision, be self-directed and demonstrate initiative.
• Ability to take direction without follow up.
• Ability to work collaboratively with others for whom you have no direct supervisory authority.
• Strong teamwork and team synergy skills required.
• Excellent ability to establish rapport with others and ability to build strong interpersonal relationships.
• Exhibit good judgment and decision-making skills.
• Availability and willingness to work extended hours, including nights, weekends, holidays and be on-call as necessary.
• Willingness to work a flexible schedule based on the changing priorities of the department.

PHYSICAL REQUIREMENTS
• Capability to stand, kneel and/or crouch for long periods of time
• Capability to climb ladders and scaffolding
• Capability to work in high places
• Capability to work in small cramped places
• Capability to work in hot humid environments
• Capability to work in cold environments
• Capability to lift & move excess of 60lbs as is necessary in the normal flow of the day to day work load unassisted and lift and move 100lbs with assistance.
• Assist in the loading of various vehicles with equipment including 45’ trailers as is needed