AV Technician
Full-time, Grade 6, £28,762-£32,348

We have a fantastic opportunity for a knowledgeable and enthusiastic AV Technician. The role is responsible for the day-to-day support of AV for teaching, learning and events in the college. As part of the Information Services team, you will work alongside colleagues in IT, the Library and the Archives, reporting to the Librarian and Head of Information Services. You will also work closely with the Communications team, helping them create promotional and communications content to be distributed by a range of media.

If you have experience and knowledge in the field of AV, and a proven track record of providing AV support and creating digital content (whether that be in your current work life or in your interests outside of work), this may be the role for you. You will work with a wide range of people, so will need excellent communication skills and be able to build rapport with colleagues, customers and suppliers. You will also need excellent organisational skills as you will be responsible for supporting events which are booked well in advance. Some events run by the college happen in the evenings and on weekends, so you will need to be flexible in your working hours and happy to set up and support events outside the normal 9-5 Monday to Friday pattern. If you are a creative individual, then you can put these skills to use by helping the Communications team create content for our various media channels. But most of all you need to proactive, friendly, flexible and adaptable. The way we provide AV support at Somerville College is changing, and we need someone who can both initiate and respond to change.

About us

Somerville College is one of 39 independent, self-governing colleges of the University of Oxford. Somerville takes great pride in its pioneering history, its academic excellence and its intellectual and social openness. It was founded in 1879 as a non-sectarian college and one of the first Oxford colleges to admit women tutors and students; it has been a mixed college since 1994. There are 200 graduate students currently reading for masters and doctoral degrees and about 400 undergraduates following three and four-year courses across a wide variety of disciplines. The undergraduate body includes a higher-than-average proportion of state-school students.
The Information Services Team

Information Services at Somerville College include the IT, Library and Archives teams, all of whom provide support for the creation, dissemination, use and storage of information for all aspects of college activity. AV Services furthers the objectives of the department in ensuring members of the college collaborate effectively, and that the work of the college is disseminated as widely as possible through events and creative media.

Main Duties

1. AV support
   - Organise and provide AV support for college events and day-to-day operations;
   - Stream and record AV events for future distribution;
   - Monitor and maintain all existing college AV facilities;
   - Liaise with external suppliers for the AV support for major events.

2. Creation of promotional content
   - Assist the college Communications team with the production of audio and video content for the college website and social media channels.

3. End user training
   - Develop and provide training on the operation of AV facilities for all users;
   - Maintain service documentation for all AV facilities;
   - Create written guidance in the use of facilities for users;
   - Provide media support and training to college members such as in video and audio editing and in the use of recording equipment.

4. Development of AV services
   - Support the Librarian and Head of Information Services in determining and developing the college’s AV service.

5. Other
   - Take advantage of appropriate training opportunities as these arise, in order to keep up-to-date with relevant skills and developments;
   - Ensure adherence to relevant IT policies and standards;
   - Carry out other appropriate duties from time to time as required.
**Person Specification**

**Essential**

- Setting up and running audio visual equipment for live events and conferences;
- Video and audio editing;
- Relevant technical qualification or relevant experience;
- Ability to work to tight deadlines;
- Ability to work under pressure and in the public gaze;
- Ability to organise and manage competing priorities;
- Ability to manage a calendar;
- Excellent written and verbal communication skills;
- Ability to undertake manual tasks relevant to the needs of the role
- Extensive understanding of the equipment and technologies used in both audio and video production, recording and streaming;
- Familiar with audio and video recording and editing software such as MS Visio, Photoshop, Audacity, Adobe Premiere;
- Knowledge of using different platforms such as Zoom, Teams and YouTube to enable collaboration and to stream events;
- Ability to build rapport with service users and service providers;
- Good standard of personal presentation;
- Ability to work evenings/weekends on a planned and call-out basis.

**Desirable**

- Degree in media studies or equivalent;
- Experience of supporting AV in a similar higher education/not-for-profit environment.

**What we offer**

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

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<th>Duration</th>
<th>This is a full-time, permanent post.</th>
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<tr>
<td>Salary</td>
<td>The salary is between £28,762 to £32,348 for 35 hours per week, which is aligned to a Grade 6 of the Somerville College salary scale for support staff. The College pay spine is uplifted for cost of living on a regular basis, normally annually. Appointments will normally be made at the start of the scale, depending on skills and experience.</td>
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<td>Hours and location of work</td>
<td>Typically, the hours of work will be 9.00am to 5.00pm, Monday to Friday. However, there is an expectation of this role to be flexible and to support evening and weekend events. Support for these events will accrue Time Off In Lieu (TOIL).</td>
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The post is based on site at Somerville College, Woodstock Road, Oxford OX2 6HD. Some duties may require attendance at our off-site college properties which are within a short walking distance from the main college site.

### Holiday Entitlement
The post holder will be entitled to 38 days’ leave per holiday year (Oct-Sep) inclusive of 8 public holidays. Agreed college closure days will be deducted from the leave entitlement.

### Pension
The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).

### Life Assurance
College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).

### Meal Entitlement
Meals on duty will be provided free of charge.

### Sickness Benefit
A maximum of six weeks’ sick pay at full pay, calculated in any rolling twelve-month period, subject to satisfactory notification of absence and production of medical certificates.

### Employee Assistance Service
A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.

### Childcare
Somerville runs a small on-site Nursery.

### Training
The College will support the post holder to undertake any relevant training to enhance their work performance, and financial support for these development activities will be provided where appropriate.

### Smoking policy
No smoking or vaping is allowed in any part of the college.

### Parking
There is no parking on site.

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### Application Procedure

Your application should comprise

1. A completed application form
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. An Equal Opportunities Monitoring form

Email your completed application form to: recruitment@some.ox.ac.uk quoting vacancy reference 900487 in the subject line.

Communication regarding the status and outcome of your application will be made via e-mail.
The closing date for completed applications is Friday, 6th January at 10.00am (UK time).

Interviews will be held in Oxford as soon as possible after the closing date.

**Equal Opportunities**

Equal Opportunities data does not form part of the selection process and will not be circulated to the panel. Completion of the form is voluntary. Data is used to monitor the effectiveness of the College’s Equality and Diversity Policy and helps us meet our duties under the Equality Act 2010.

We are committed to ensuring that all applicants and staff are afforded equal opportunities within employment. Entry and progression will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of a protected characteristic. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

**Data Protection**

All data supplied will be used only for the purposes of determining suitability for the post and will be held in accordance with the principles of the Data Protection Act, the General Data Protection Regulations 2018 and the College’s Data Protection Policy. [https://www.some.ox.ac.uk/somerville-college-gdpr-framework/](https://www.some.ox.ac.uk/somerville-college-gdpr-framework/)
Pre-employment screening

Eligibility to work in the UK - It is a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work before employment starts. You will need to provide original documents (and certified translations, if necessary).

References - Please provide details of at least two referees who have direct experience of your work through working closely with you. Where possible, at least one should be your line manager from your most recent job. Please indicate how each referee knows you. Your referees will be asked to comment on your suitability for the post, confirm the dates of your employment, and of any disciplinary processes which are still ‘live’. Unless you state otherwise, we may approach your referees at any stage, please state clearly if you wish to be contacted before a referee is approached.

Fitness to work - employment will be conditional upon confirmation that you are medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010). If necessary, the College may request that the successful candidate undertake a fitness to work assessment with their Occupational Health Provider before employment can commence.

October 2022