JOB DESCRIPTION / POSITION PROFILE

Audio Visual Assistant

JOB TITLE	SALARY SCALE
Audio Visual Assistant	MNSL 6
REPORTS TO	**SUPERVISES**
Audio Visual Technician	Nil

Job Purpose

To support the setup, operation, and maintenance of audio-visual (AV) systems to ensure high-quality sound, lighting, and visual output for stadium events.

Key duties and responsibilities

01 Installs and sets up AV equipment including speakers, microphones, projectors, and display screens.

02 Operates audio and visual systems during events, meetings, and other functions.

03 Troubleshoots and resolves AV equipment malfunctions and technical issues.

04 Maintains and updates an inventory of AV equipment and accessories.

05 Ensures safe use, handling, and storage of all AV systems and tools.

06 Coordinates with event and operations teams to ensure AV needs are met.

07 Performs routine checks and preventive maintenance on AV systems.

Person specifications

Academic Qualifications

Certificate in Audio Visual Technology, Electronics, ICT, or related field from a recognized institution.

Working Experience

One (1) year relevant working experience at similar level in a reputable organization.

Competencies

Technical

- Audio Visual Systems Operation
- Equipment Maintenance and Troubleshooting
- Understanding of Event AV Requirements
- Technical Drawing Interpretation (where necessary)
- ICT Integration with AV Systems

Behavioral

- Attention to Detail
- Problem Solving and Innovation
- Communication and Coordination Skills
- Integrity and Reliability
- Teamwork and Flexibility