

## Role Summary

Foster + Partners is a global studio architecture, engineering, urban and landscape design, rooted in sustainability.

We have an exciting opportunity for an experienced, AV Event Technician to join our AV Team. The position is responsible to deliver white gloves services across multiple event spaces at Foster + Partners. There will be requirement to be able to work independently and as a part of an effective team. This role requires technical expertise with exceptional communication skills to build strong relationships with event coordinators/stakeholders and flexible availability.

## Role Definition

**Job Title:** Audio Visual Event Technician  
**Reporting To:** Audio Visual Services Manager

## Responsibilities

- Serve as a primary AV Event contact to coordinate and support technical requirements
- Deliver exceptional, proactive service by building strong working relationships with event coordinators, clients and AV vendors
- Identify resources and risks, whilst communicating technical expectations and event objectives to all stakeholders
- Arrange and oversee pre-event technical testing and rehearsals
- Troubleshoot and resolve technical issues during events
- Manage all AV equipment, including but not limited to audio, video, lighting, computer network systems and hardware
- Participate in planning and pre-event meetings
- Schedule and conduct weekly maintenance whilst implementing technical improvements
- Support the AV team during non-event periods
- Maintain and store equipment properly
- Contribute, or otherwise assist, as required.
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with Foster + Partners procedures and standards.

## Qualities and Skills Required

- Able to demonstrate ability to undertake the above responsibilities.
- Legally able to work in the country in which the position is based.
- Proven experience as an AV technician
- Comprehensive knowledge of audiovisual equipment, including analogue and digital systems
- Audio: 4-24 channel analogue/digital mixers, wireless lavalier microphones and handhelds, push to talk microphone systems, audio recorders, Biamp or QSC systems
- Video: Matrix switchers, projectors, LCD displays, Video wall, Blackmagic products, Crestron or Extron DM/NVX systems
- Control systems: Familiarity with Q-SYS, Crestron, Extron control systems and associated hardware
- IT: Knowledge of windows (10, 11) and macOS, Wi-Fi troubleshooting, connecting hardline internet, Knowledge of DHCP/Static IP addressing, operate and trouble shoot hard/soft video codecs.
- Extensive experience with communication platforms including Microsoft Teams, Webex and Zoom

- Strong problem-solving skills and attention to detail
- Excellent communication and teamwork abilities
- Flexibility to work various hours, including evenings or weekends
- Excellent organisational skills.
- Able to manage sensitive and sometimes confidential information.
- Self-motivated and able to take responsibility.
- Able to demonstrate initiative and a proactive approach to daily tasks.
- Good interpersonal skills and able to work independently and as part of an effective team.
- Flexible attitude.
- Able to build good relationships at all levels, internally and externally.
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the postholder.