

Audio Visual Technician

UY4000

Job Overview

The Audio Visual Technician is responsible for setting up, installing, operating, testing, and troubleshooting audio, visual, and lighting equipment. The Audio Visual Technician ensures all technical elements are executed with precision, safety, and professionalism. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities and client requirements.

General Responsibilities

- Deliver, install, configure, and operate audio-visual equipment—including microphones, speakers, projectors, monitors, lighting, and computers—for meetings, events, and live performances.
- Conduct pre-event checks, routine maintenance, cleaning, and troubleshooting to ensure all systems function optimally.
- Strike, store, and maintain equipment post-event.
- Advise and assist clients, presenters, and event staff with AV system setup and usage. Deliver courteous, knowledgeable, and professional technical assistance during events.
- Communicate technical limitations or alternative solutions as needed, and collaborate with operations, culinary, and event management teams to ensure seamless event execution.
- Maintain an organized inventory of AV equipment, cables, adapters, and accessories.
- Document equipment setup, maintenance, repairs, and event-specific configurations.
- Schedule preventative maintenance and upgrades.
- Comply with all company safety and risk management policies and procedures, including OSHA and local requirements.
- Report accidents and injuries promptly, participate in safety meetings and training, and attend designated training programs (classroom and virtual).
- Perform additional responsibilities as required.

Job Qualifications:

Experience/Knowledge:

- High School diploma, GED or equivalent experience.
- Bachelor's degree in computer science and/or an appropriate combination of education and experience to support on-the-job effectiveness preferred.

- 1 to 2 years of related work experience.
- Strong knowledge of AV systems, including sound, lighting, and projection.
- Basic understanding of signal flow, connectors, and troubleshooting techniques.

Skills/Aptitude:

- Ability to present self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Ability to maintain a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers and client representatives.
- Ability to provide clear directions and respond accordingly to employees.
- Ability to use all relevant electronic and communication devices.
- Knowledge of and proficiency in all OSHA and local requirements related to all assigned work.
- Apply consistent focus on the internal customer by paying close attention to detail in the performance of all tasks.

License/Qualifications

- None

General Qualifications:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Attends work and shows up for scheduled shift on time with satisfactory regularity in light of Sodexo time and attendance policy and/or client operating hours.
- Ability to work a flexible schedule.
- Must comply with any dress code requirements.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to walk or stand for extended periods of time, throughout the entire duration of a shift, which may exceed 8 hours.
- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 50 pounds.
- Must be able to perform repetitive motions.

Working Conditions (may add additional conditions specific to

defined work location):

- Generally in an indoor setting; however, may participate in outside activities and events.
- Varying schedule to include evenings, holidays, weekends and extended hours as business dictates.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.
- Wears protective clothing and/or Personal Protective Equipment required by the work environment or governmental regulations.

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee _____ **Date** _____
Manager _____ **Date** _____