

# **AV TECHNICIAN (Part-time)**

## **FURTHER PARTICULARS OF THE JOB**

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### **JOB DESCRIPTION**

**Job Title:** AV Technician (Part-time)

**Main Purpose of Job:** To develop, maintain and support a high quality and professional audio-visual service to college members and customers.

**Department:** Catering and Events

#### **Relationships:**

1. Responsible to: Events Sales Manager
2. Liaison with: Catering and Events Team, Students/Fellows/Staff/ Accommodation Office/ IT Office, External agencies

#### **Main Tasks of Job**

1. Be the college lead on AV (up to date on training in the field) and be the main contact for Wolfson College's AV enquiries and requirements
2. Maintain all existing College Audio-Visual (AV) facilities
3. Set up/clearance of AV equipment and provide AV support for college events and day-to-day operations. This may involve early mornings, evenings and weekends
4. Daily room inspections and reporting to the wider Catering and Events team with any issues that may arise
5. Monitor ongoing college AV requirements with departmental heads and help with planning/developing AV facilities accordingly
6. Maintain documentation for all AV facilities
7. Develop and keep up-to-date written guidance for users
8. Assist the College Communications team with the production of audio and video media for the college website and social media services such as Twitter, Facebook and YouTube
9. Ensure that any personal data processed within the field of AV complies with all relevant data protection legislation, including but not limited to the GDPR and Data Protection Act 2018. Exercise care in the treatment of all personal, confidential and sensitive data and ensure that such information is not disclosed to any unauthorised persons. Ensure all data issues are reported, and assist with any personal data queries and audits, following College processes
10. Carry out regular maintenance tasks, for example checking that AV systems in meeting rooms are in working order, resolving or reporting failures as appropriate (e.g., damaged cables, missing peripherals etc.).
11. Manage rehearsals and testing of equipment with conference organisers in advance
12. Provide training and advice to the Front of House Team on AV systems
13. Responsible for collecting feedback on AV provisions at the College
14. Provide wider support to the Front of House Team when AV commitments allow.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Relevant technical qualification or sufficient relevant experience	
<b>Work Experience, Skills and Knowledge</b>	<p>Experience of setting up and running audio visual equipment for live events and conferences</p> <p>Experience of AV operations in a small-medium organisation</p> <p>Excellent written and verbal communication skills</p> <p>Ability to undertake manual tasks relevant to the needs of the role</p> <p>Ability to build an understanding of users' needs, using that knowledge to provide great customer service</p> <p>Ability to organise and manage own workload, prioritise important tasks and knowing when and how to escalate more complex issues.</p>	Experience working in a similar position
<b>Personal Qualities</b>	<p>Ability to work with own initiative</p> <p>Ability to work to tight deadlines and under pressure</p> <p>Ability to work early mornings, evenings and weekends on a planned basis</p> <p>Ability to work well as part of a team and to work alone</p> <p>A creative and resourceful problem solver demonstrating a logical, structured approach to investigating technical issues.</p>	

## TERMS AND CONDITIONS:

<b>Appointment:</b>	The post is available as soon as practically possible. It is part-time with 6 months' probation.
<b>Hours:</b>	Working hours are 30 hours per week, mainly worked from Monday to Friday on a flexible basis, as required by the College. However, weekend and evening work will also be required, as well as some early mornings. There is an unpaid 30 minutes' lunch break.
<b>Annual Leave Entitlement:</b>	39 days pa including Bank Holidays for full time positions, pro-rata for part time employment. You may be required to work come Bank Holidays, for which time off in lieu will be given. The holiday year runs from 1 October to 30 September.
<b>Grade:</b>	<p>The post is Wolfson Grade 3, and which involves salaries in the range from £28,578 to £33,370 per annum for full time work. This includes a basic salary of £26,848 to £31,640 per annum and the Oxford Weighting of £1,730 per annum.</p> <p>The Oxford Weighting element is not subject to any general increases to base salaries implemented on 1 August each year. Instead, the Oxford Weighting is reviewed regularly through an internal process. Following a review, the Oxford Weighting may be increased, reduced, cancelled, or may remain unchanged. New appointments are normally offered the first increment in the grade.</p>
<b>Salary and Benefits:</b>	<p>The salary for the of 30 hours' week will be £23,489 per annum, which includes the basic salary of £22,067 and the Oxford Weighting of £1,422 per annum.</p> <p>The post comes with an entitlement to free meal within allowance while on duty. Benefits include pension scheme, free parking subject to availability, interest free loans to purchase annual bus tickets and bicycles, subsidised access to the college's sports facilities, employee Assistance Programme.</p>
<b>Notice period:</b>	1 week during probation, 3 months thereafter.
<b>Other conditions</b>	The post is subject to obtaining satisfactory references, a satisfactory completion of the health questionnaire, satisfactory completion of the right to work check, and signing a contract of employment.

### Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College Data Protection Policy (available on the website at <https://www.wolfson.ox.ac.uk/policies/data-protection-policy>)

### APPLICATION:

Applications should be sent by post to HR Department, Wolfson College, Linton Road, Oxford OX2 6UD or by email (preferred) to [recruitment@wolfson.ox.ac.uk](mailto:recruitment@wolfson.ox.ac.uk) and should include:

- an application form completed in full
- a covering letter, which explains why you are interested in this role, how you meet the person specification and why you are leaving your current employment (if applicable)

We will contact your referees at the shortlisting stage unless you make it clear in your application that you do not wish us to do so.

**The closing date is midday Monday, 26 January 2026. Interviews will be held in the week commencing 2 February 2026.**