**Aga Khan Academy Dhaka**



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| **Job Title:** | **AV Engineer/ AV Expert** |
| **Department:** | **Admin** |
| **Reporting Line:** | **IT Manager** |
| **Position Location:** | **Dhaka, Bangladesh** |
| **Status** | **Full-time** |
| **Purpose:**The job involves installing, maintaining, and operating audio-visual and IT equipment for various events, ensuring their proper storage, transportation, and setup. Responsibilities include performing quality checks, assembling and disassembling equipment, laying cables, and inspecting installations for safety compliance. Additionally, the role requires configuring and troubleshooting computer systems, providing technical support, and managing user accounts.  |
| **Main Responsibilities:** * Install, calibrate, and manage sound equipment for live events, ensuring superior sound and video performance.
* Set up and operate audio-visual equipment for training, presentations, meetings, classroom and conferences and live events
* Assemble and dismantle audio-visual & lighting equipment as needed (including microphone, DMX lighting, audio equipment, indoor,outdoor Led Screen, projectors as required) for various events.
* Proficiency of using a Digital Sound Mixer, DMX Lighting Desk including programming basic scenes
* Knowledge of basic editing of Audio/Video clips for social media uploads, liaising with Media team.
* Act as an excellent troubleshooter and resolve for any technical issues quickly during live events; minimize the disruption of events
* Foster teamwork and collaborate with event organizers to understand specific audio and video requirements, ensuring proper planning and execution.
* Conduct regular maintenance and functionality checks on all AV equipment to ensure reliability and optimal performance
* Initiate for necessary troubleshoot and repairs / replacement of malfunctioned AV equipment
* Develop and conduct necessary training and material for related teams, and students
* Ensuring the AV equipment are installed and handled in regards to physical and electrical safety. Laying and connecting cables or peripherals when required
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| **Specifications (Candidate Profile):**An AV (Audio-Visual) technician plays a crucial role in ensuring the smooth operation of audio and visual equipment in various settings such as conferences, events, meetings, and productions. Here are the qualifications and skills required for this role:**Education:*** Diploma or BSc. in ETE/EEE/Multimedia or equivalent degree from any reputed University. However, vocational training or certification programs in AV production can be beneficial..

**Experience and Technical Skills*** Minimum 1 to 2 Years of practical experience on AV equipment managing
* Knowledge on the principal of Audio, video, lighting and other peripherals.
* Proficiency of Basic IT skills is beneficial
* Strong problem-solving aptitude to handle unexpected technical issues calmly and efficiently
* A strong understanding of AV equipment, including but not limited to sound systems, microphones, projectors, displays, lighting systems, and control systems.
* Time and multiple work management skill simultaneously is a must for this role
* Familiarity with software used for audio mixing, video editing, and AV control systems can be advantageous.
* The job may involve lifting heavy equipment and standing for long periods, so good physical health and stamina are important.
* Technology evolves rapidly, so the person need to stay updated with the latest trends and be adaptable to new technologies and methodologies.
* Providing excellent customer service and ensuring client satisfaction is paramount in this role.
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