



LIVE EVENT CONFERENCE TECHNICIAN – JOB DESCRIPTION

BRÄHLER ICS UK Limited is the UK division of **BRÄHLER Konferenztechnik ICS**, an established and well-respected multinational organisation based near Bonn, Germany. The companies' principal activities are the rental and sales of conference communications products and services to our multinational client base.

These products and services include

1. 1. Simultaneous Interpretation Equipment

We travel worldwide delivering, installing, and operating high quality language interpretation systems which use equipment designed and manufactured in our factories. Our customers benefit from designs that have drawn on our many years of industry experience. Please find attached our rental brochure.

2. Interpreter Teams

The role of the simultaneous interpreter is central to the success of any multi-lingual conference or meeting. Teams of interpreters listen to the speaker, provide an interpretation of what has just been said and continue interpreting until the speaker has finished. This allows all delegates to hear the speech at the same time in their native language, allowing an uninterrupted conference to take place as if all delegates were speaking only one language.

3. European Works Council meetings

European Works Council meetings bring together speakers of many different languages to negotiate collectively. Therefore, every participant must be able to communicate to all the others as well as understand them. We have the necessary technical knowledge and event experience; you can be assured that language will not be a barrier at your next multi-lingual conference or international meeting.

4. Translation Services

Brahler UK can also provide document translation services including translation of meeting presentations and minutes into all conference languages. Please contact us for all your translation requirements.

5. Wireless Microphone Discussion Systems

Our DIGIMIC® systems are for meetings large or small where full interactive discussions take place, allowing all participants to have quick and easy access to broadcast quality microphones. DIGIMIC® units feature built in loudspeakers and are ideal for meetings that need recording, or broadcasting over the internet.

6. Digital Wireless Voting Technology

Voting keypads for interaction in a huge range of situations, including sales and marketing meetings and quiz shows. Let DIGIVOTE® empower and involve your audience.

7. Audio Visual Equipment

We have the capability to provide sound, video, projection, lighting, rigging, staging, sets, and labour for functions of all sizes. We cater for conferences and events, such as training seminars, sales meetings, fashion shows, award ceremonies, products launches, and roadshows.

Reporting to

The Operations Manager

Company Objective

To provide an exceptional service to our customers /clients that delivers results above expectation owing to the quality, reliability and attention to detail of the company's employees, and to develop and manage the service in such a way as to achieve the budgeted sales and profitability targets.

Job Objective

To carry out the jobs as specified by Brähler ICS UK Limited to the required standards in order to achieve the company objective.

The Technician is an extremely important member of the Brähler team, and one who ultimately defines the impression of Brähler's capability and professionalism that the client takes away with him / her.

To this end the responsibilities run from the preparation of the job to the post event debrief after the event.

Live Event Conference Technician

To include the following:

1. To continually demonstrate and demand high standards of respect from colleagues on site. While also demonstrating excellent technical ability to solve on site problems.
2. To ensure the Account Managers and entire team are kept up to date with new equipment specifications, including uses, limitations and selling points.
3. Communicating effectively and efficiently with all customers / clients and all internal business functions via all forms of communication.
4. To complete Product demonstrations for our clients to develop business relationships with all Customers / Clients and in turn increase business.
5. Preparing, installing, operating and dismantling live events for Brähler ICS UK's customers / clients following all company guidelines and procedures.
6. Completing all administrative duties following all company guidelines.
7. Maintenance, testing and repairing of all Brähler equipment.
8. To train where necessary freelancers on all Brähler ICS rental products and services.

Personal Qualities / Experience

- 1) Polite / friendly / helpful
- 2) Self Motivated with a Positive client friendly attitude
- 3) Previous live event experience operating microphones and sound desks
- 4) Previous live event experience of operating Audio Visual equipment
- 5) Excellent communications skills
- 6) Professional image
- 7) Pro active
- 8) Self Confident
- 9) High Degree of Initiative
- 10) Resilient
- 11) Previous industry experience
- 12) Ability to work under pressure
- 13) Experience of Easyjob & ACT – ideal but not essential
- 14) Good experience of Computer software programs, windows, excel, access

Training

Training will be carried out on all equipment however; the Technicians must take responsibility in the office to gain familiarity with all equipment.

A full training / development plan will be arranged with discussions between the Operations Manager and Technicians with the creation of an action plan of the training needs of each individual.

Assessments

A formal assessment, between the Operations Manager and the Technician will take place on an annual basis. You will receive a month's notice prior to the assessment from the Operations Manager. This assessment will be aimed at a performance review of the previous 12 months while developing an individual development action plan where objectives will be set.

Hours

Normal office hours are 09:00 until 17:30 Monday to Friday. Due to the nature of the conference market, compulsory weekend and late night / early morning hours will also be a regular requirement. To allow for this, a generous "Flexitime" working is in place with appropriate time off in lieu granted for week day hours accrued. Week end working is compensated by extra pay per job when incurred.

Salary

Salary is negotiable with 20 days paid holiday to be taken outside peak conference season, plus all national holidays (or pay in lieu in the event of a conference).

Holidays

1½ days per month worked up to the end of one year. Thereafter, 20 days per annum plus all national holidays.

Benefits

Free BUPA health cover (after 1 year qualifying period)
Company accident cover (covers work and leisure activities & includes accidental death cover payout, after 1 year qualifying period)
Company travel insurance