



Assistant Venue Technical Manager/IT (AVTM/IT)

Based at the stadium, working with the Venue Technical Manager (VTM).

Duties

- Assist the VTM with coordination of the technical set up of all general technical facilities
- Assist the VTM with the technical operations for multilateral and unilateral broadcast production/services at this venue
- Assist with general technical issues during event time
- Assist with collecting, maintaining, distributing and returning all technical equipment required in the production
- Coordinate the venue technical drawing library
- Assist with coordination and connection of venue technical facilities, such as Big Screens, CATV, PA, etc.
- Assist with the coordination of cable pathway installations

IT Duties

- Support venue teams with HBS IT equipment installation and set up
- Be the IT interface between HBS IT at the IBC and venues (apply procedures, be sure that corporate resources are used the right way and report to IT at the IBC)
- Distribute, allocate and gather IT/mobile equipment according to predefined lists
- Be able to fix "small" printer issues, liaise with other providers for more complex issues
- Be an IT geek
- Provide basic "welcome training" (general IT procedures, file transfer and storage, etc.)

Skills

- Very good English
- Good knowledge of Windows 7-10 & Office 2010-2016
- Audio visual/technical background
- Have knowledge of connectivity/IP settings and basic commands
- Be organised and able to work well under pressure
- Able to maintain a high level of concentration