

JOB DESCRIPTION: AUDIO VISUAL (AV) TECHNICIAN

Organization: GLHMI

Location: Surrey, BC

Job Type: Full Time

Reports To: IT Manager

Job Summary:

The Audio Visual (AV) Technician is responsible for setting up, operating, maintaining, and troubleshooting AV equipment used for meetings, conferences, events, and other functions. This role will ensure high-quality sound, video, and lighting experiences and will support both live and virtual event production.

Key Responsibilities:

- Provide technical support during live events, meetings, and presentations.
- Set up, test, and operate AV equipment, including microphones, projectors, speakers, video monitors, recording equipment, sound systems, lighting, and control consoles.
- Assist with video conferencing platforms (Zoom, Microsoft Teams, etc.).
- Diagnose and resolve equipment issues or malfunctions in real-time.
- Maintain inventory of AV equipment and manage equipment check-out procedures.
- Ensure proper cabling and signal routing to deliver clean and effective AV output.
- Perform routine maintenance and minor repairs of AV hardware.
- Stay updated with the latest AV technologies and trends.
- Collaborate with event planners, IT staff, and other team members to meet technical needs.

Qualifications:

- High school diploma or equivalent required; Diploma in a related field preferred.
- Proven experience as an AV technician or similar role.
- Familiarity with AV software and hardware.
- Knowledge of networking as it pertains to AV systems is a plus.
- Strong problem-solving and customer service skills.
- Ability to lift and carry heavy equipment.
- Flexibility to work evenings, weekends, and irregular hours as needed.

Preferred Skills:

- Certification in AV technology.
 - Experience with streaming setups or other broadcast software.
 - Strong organizational and time management skills.
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JOB DESCRIPTION: CAMERA OPERATOR

Organization: GLHMI

Job Title: Camera Operator

Location: Surrey, BC

Job Type: Full Time

Reports To: IT Manager

Job Summary:

The Camera Operator will be responsible for capturing high-quality video footage as directed by the media team. This role will require technical proficiency with camera equipment, a strong eye for composition, and the ability to work collaboratively in dynamic environments.

Key Responsibilities:

- Operate camera equipment during live events, meetings, and presentations.
- Collaborate closely with the IT Manager and other team members to execute the visual style of the production.
- Set up and adjust cameras, lenses, lighting, and other technical tools as needed.
- Follow scripts, shot lists, or direction to achieve specific visual framing or camera movements.
- Maintain and troubleshoot camera equipment before, during, and after shoots.
- Ensure footage is captured at the highest possible quality, considering lighting, focus, exposure, and stability.
- Adhere to health and safety standards on set, especially in challenging or high-traffic environments.

Qualifications:

- Proven experience as a camera operator or in video production.
- Proficiency with various camera systems (e.g., Canon, Sony, etc.).
- Solid understanding of camera movements, framing, and cinematic techniques.
- Knowledge of lighting and audio as it relates to capturing high-quality footage.
- Strong attention to detail and creative visual storytelling skills.
- Ability to work well under pressure and adapt quickly to production changes.
- Diploma in Video Production, Media Arts, or related field (preferred but not mandatory).

Desirable Skills:

- Experience with cameras and related equipment.
 - Basic video editing or post-production skills.
 - Familiarity with live-streaming setups or multi-camera shoots.
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