

# **INSTITUTE OF JAMAICA**

(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following position at the African Caribbean Institute of Jamaica/Jamaica Memory Bank, a division of the Institute of Jamaica:

## **AUDIO-VISUAL TECHNICIAN (MCG/AVT 3)**

### **JOB SUMMARY**

Under the supervision of the Librarian, the incumbent has responsibility for the usage, storage, and maintenance of all audio-visual equipment, computers and networking equipment.

### **KEY RESPONSIBILITY AREAS**

- ◆ Digitizes audio-visual materials
- ◆ Sets up and operates all audio-visual equipment in the Division and other locations
- ◆ Assists in the preparation of facilities for presentations, lecturers, seminars and exhibitions.
- ◆ Ensures an orderly programme of care, storage and maintenance of audio visual equipment and records.
- ◆ Monitors loan of audio-visual equipment
- ◆ Maintains up-to-date record of stock in audio-visual library
- ◆ Prepares and submits periodic reports on the status of the audio-visual collection.
- ◆ Assists with the development and maintenance of the information technology systems for the ACIJ/JMB.

### **MINIMUM QUALIFICATION/EXPERIENCE**

- ◆ Four (4) CXC or O' Level subjects including English Language and Mathematics or Accounts
- ◆ Minimum of one (1) year's experience in a similar environment.
- ◆ Formal training in the use and maintenance of audio-visual equipment
- ◆ Information Technology skills highly desirable.

Applications should be submitted no later than **Friday, April 30, 2021** to:

**Director Human Resource Development & Management**

**10-16 East Street**

**Kingston**

**FAX # 922-1147**

**EMAIL: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)**