

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following position in Central Administration of the Institute of Jamaica (IOJ):

AUDIO VISUAL OFFICER (MCG/AVP 3)

JOB SUMMARY

The Audio Visual (AV) Officer provides expertise to the Institute of Jamaica in the selection, design, implementation and maintenance of audiovisual and sound cabling systems as well as troubleshooting existing equipment. AV Officer will also provide on-site customer support for video conferencing and live streaming of events as well as videotaping, compiling, editing and packaging clips for video production/documentary to be aired via the internet or for TV broadcast; digitize audio from analogue to digital formats and reformat video to varying formats.

KEY RESPONSIBILITY AREAS

- Prepares Monthly Reports
- Assists with budget preparation
- Manages movement of audio/video equipment
- Installs, sets-up, troubleshoots, repairs and maintains equipment, such as cameras, microphones, projector, projector screens, speakers and recording equipment.
- Uses camera and lighting techniques in video production.
- Edits video and audio files using appropriate editing software.
- Operates sound board for lectures, seminars, concerts, meetings, presentations and outreach events.
- Digitizes video tapes, audiotapes and photographs.
- Provides audio visual support, consultation and training for Institute of Jamaica projects.
- Assists in the development of multimedia content for Virtual Museum, Mobile Exhibition and five (5) Museums with Exhibition Galleries.
- Assists in web-related projects for the Institute of Jamaica.
- Produces audio-visual promotional materials for TV broadcast and online streaming.
- Manages IOJ's YouTube channel and internal AV management system (Plex Server).
- Manages Multimedia Production Studio.
- Creates graphic designs for video and advertisement production.
- Provides public address (PA), as well as audio and video recording for outreach events across Jamaica.
- Produces films on specific subject matter for exhibitions across the Jamaica for all divisions.
- Collaborates with Videographer Volunteer through Japan International Cooperation Agency Programme.
- Provides technical expertise for video conferencing and live streaming of events in Lecture Hall.
- Provides expertise in the redesign and transformation of targeted areas into smart spaces.

REQUIRED COMPETENCIES

Core Competencies

- Oral Communication
- Written Communication
- Teamwork and Co-operation
- Customer and Quality focus

Technical Competencies

- Proficiency in the use of computers and IT related hardware/software.
- Proficiency in digital recording and editing.
- Knowledge of camera, video camcorder and lighting techniques.
- Knowledge of video production.
- Knowledge of electrical, electronic and mechanical systems and equipment.
- Knowledge of current trends in the management of audio-visual systems

MINIMUM QUALIFICATION/EXPERIENCE

- Bachelor's Degree in Audio Engineering or Digital Media Production
- Three (3) years' experience in a similar environment
- Certificate or Specialist Training in Theatre, Set Design or Stage Production Management would be an asset.

Applications should be submitted no later than **July 26, 2021** to:

**Director Human Resource Development & Management
Institute of Jamaica
10 -16 East Street
Kingston**

Email: personnel@instituteofjamaica.org.jm