

INSTITUTE OF JAMAICA

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

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

Audio Visual Technician (MCG/AVT 3) (Pay Band 7)

SALARY RANGE: \$3,501,526.00 p.a. - \$4,709,163.00 p.a.

PERIOD OF EMPLOYMENT: March 24, 2026, to April 24, 2026

JOB SUMMARY

The responsibility of the Audio Visual Technician is to provide technical expertise in setting up, operating, maintaining and repairing equipment used for documentation; to provide technical support for teleconferences, webinars and to edit, copy, store videotapes and DVDs, digitize records, track inventory of equipment and order supplies.

KEY RESPONSIBILITY AREAS

- Maintains up-to-date record of stock in audio-visual library.
- Monitors loan of audio-visual equipment.
- Assists with the compilation of the library's inventory
- Sets-up and operates all audiovisual equipment in the Division and other locations as necessary for field research, public lecturers, seminars, teleconferences and webinars.
- Ensures an orderly programme of care, storage and maintenance of audiovisual equipment and records.
- Assists in cataloguing the collections including audio-visual materials.
- Prepares and submits periodic reports on the status of the audiovisual collection.
- Digitizes videotapes, audiotapes and photographs.
- Troubleshoots and performs minor maintenance of computers, network and other information technology related equipment.
- Provides information technology support, consultation and training for the division's projects.
- Assists in web-related projects for the division.
- Performs the installation and update of all necessary software and hardware.
- Sets-up and monitors information technology network.
- Edits raw footage for the production of social media content

MINIMUM QUALIFICATION/EXPERIENCE

- First Degree in Digital Media Production or Film Production;
OR Associate degree in Production or Communication or a Diploma in Audio
- Engineering/Video Shooting and Editing plus one (1) year experience in a similar position
- Formal training in the use of computers and IT related hardware/software

REQUIRED TECHNICAL COMPETENCIES

- Knowledge of photography and videography
- Knowledge of audio engineering
- Proficiency in basic audio-visual editing software
- Proficiency in the use of computers and IT related hardware/software
- Knowledge of IT network infrastructure

Applications should be submitted no later than Friday, March 13, 2026 to:

Director Human Resource Development & Management
Institute of Jamaica
10-16 East Street; Kingston
Email: personnel@instituteofjamaica.org.jm