



Video Engineer – Live Events

POSITION DESCRIPTION

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| Position Title | : Video Engineer |
| Department | : Live Events |
| Reporting To | : Head of Video |
| Subordinates | : Technicians, Prep Technicians, and freelance staff. |
| Date Prepared | : June 2022 |
| Contract Period | : Permanent |

HOURS OF WORK

Normal office hours are 09.00 am to 6.00 pm, Monday to Friday. However, you will be expected to work such hours as may be necessary to enable the proper performance and discharge of your duties to the Company. It is expected that your role will require out of hours work during weekends and evenings and this will be compensated with time off in Lieu or remuneration dependent on the line manager's approval.

BACKGROUND

CTME LLC is a company that is renowned for and specialises in LED screen and Projection systems, CTME intends to broaden its offering to full service to complement the delivery of a wide range of activities and projects across the Middle East region. The core business is Live Events; however, the company has several revenue streams which means it also delivers System Integration Projects, provides Venue services, Communications, Full-service Delivery, Virtual reality projects and undertakes Sporting Event Perimeter screen management. The company has grown substantially and is constantly diversifying into other areas of business. The staff at CTME are expected to be proactive, adaptable to change and enjoy being part of a successful developing business.

JOB PURPOSE

The Video Engineer is responsible for the preparation and delivery of a wide range of projects within the Middle East region. Projects will vary in size and complexity and your role will play a key part in the successful completion of all projects to the highest standard.

KEY RESPONSIBILITIES

Duties will include:

- Demonstrate specialisation in one or more key areas of the video discipline.
- Ability to operate one or more key areas of the video discipline in a show environment.
- Demonstrate the ability to setup LED and/or Projection Systems.
- A basic understanding of networking systems.
- A basic understanding of camera and PPU systems.
- Understanding of all video formats.
- Interpretation and ability to follow schematic and plan drawings.
- Deliver projects onsite with the guidance of Senior Engineers and/or Project Management.
- Take lead on medium scale projects and demonstrate a forward-thinking, positive attitude.
- Be able to work unsupervised and have ability to lead a team.
- Demonstrate excellent fault-finding skills.
- Maintain all rental equipment to a high standard and ensure all assets are kept fit for purpose.
- Liaise with the Prep Technicians, Operations Team, Project Managers and Technical HODs to ensure equipment is prepped in a timely manner to the highest standard.
- Suggest improvements to project specification and ensure projects have the correct equipment for the scope of work.
- Take lead on equipment preparation and supervise the Prep team.
- Implement, create, and track laptop and media server re-imaging.



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- Advise on software and firmware updates when required.
- Keep up to date on evolving technologies and equipment.
- Ensure equipment is accurately tested on its return to the warehouse and QC standards are met.
- Undertake preventative maintenance and create reports when required.
- Ensure your work area is always kept clean and tidy.
- Display professionalism always in the workplace.
- Manage the Health the safety of his/ her own health and safety and that of other people who may be affected by their conduct in the workplace.
- Work as directed by Senior Management both on and off site.
- Display a willingness to enhance your technical knowledge both in and out of work

GENERAL RESPONSIBILITIES

- Ensure personal presentation, punctuality and reliability, which reflect the corporate image of CTME.
- Promote CTME services and facilities to clients.
- Promote customer relations by displaying a positive attitude, identifying needs and meeting client expectations.
- Participate in training as directed.
- Work within an international and multiskilled team
- Flexibility with workload
- Other duties as directed by CTME Senior Management.

The description is not intended to be an exhaustive list of all duties, responsibilities, skills or working conditions associated with this position. This job description is intended to be an indication of the scope of the role. In addition to these functions, employees are required to carry out such other duties as may reasonably be required.

The Position Description detailed above has been read by me and I fully understand and accept the position as described therein.

Employee

Date

Line Manager

Date