



## LED Prep Technician

### POSITION DESCRIPTION

Position Title	: Video Prep Technician
Department	: Video
Reporting To	: Head of Video
Grade	:
Date Prepared	: Jan 2023
Contract Period	: As per contract and in accordance with the UAE Labour Law

### HOURS OF WORK

Normal office hours are 09.00am to 18.00pm, Monday to Friday. However, due to the nature of our industry, you will be expected to work such hours as may be reasonably necessary to enable the proper performance of your duties. Where applicable, show rates and/or per diem payments may be payable in accordance with the Project's Contract, Company's Show Rates policy and/or Expenses Policy and as amended from time to time. Employees in salaried senior and managerial positions are not entitled to show rates, weekend rates, overtime or supplementary payment for any additional time worked outside of normal business hours.

### BACKGROUND

Creative Technology M.E (CT) is the world's leading supplier of specialist audio-visual solutions to the live events industry. CTME provides cutting edge audio-visual services to a diverse clientele both locally and globally. With offices in the Middle East, USA, Europe, and Asia, CT has established itself as a market leader utilising the strong relationship between our international offices. In the Middle East we offer complete full-service offering from rental, sales, installation and managed services across all entertainment technology sectors. The staff at CTME are expected to be proactive, adaptable to change and enjoy being part of a successful developing business.

### POSITION PURPOSE

The LED Prep Technician ensures all LED equipment is prepared to the highest standard. You will play a key role in the successful deployment of LED Technology, ensuring Live Events are delivered to the highest standard with a rapid setup time and no defective equipment. You will be responsible for ensuring LED stock levels are consistently accurate, and the rental equipment meets company quality standards and international safety standards.

### RESPONSIBILITIES

- Maintain all LED equipment to a high standard and ensure all assets are kept fit for purpose.
- Proven experience in LED preparation and testing.
- Proven experience in Novastar and Brompton processing.
- Undertake preventative maintenance and PAT testing.
- Submit reports to Operations and Technical HODs for lost or damaged equipment.
- Carry out stock take when required.
- Perform firmware and software updates on LED panels and processors.
- Liaise with the Operations and Technical HODs to ensure equipment is prepped in a timely manner to the highest possible standard.
- Take the lead on equipment preparation.
- Ensure no defective equipment is sent to site.
- Supervise and/or load and unload trucks in a safe manner.
- Always follow company and operational policies.
- Ensure LED equipment is accurately tested on its return to the warehouse.
- Ensure any faulty equipment is reported to maintenance department immediately.
- Ensure your work area is always kept clean and tidy.



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### PERSON SPECIFICATIONS

- Excellent Live Event experience.
- Ideally, experience with Live event project management tools such as Rental point, R2 etc.
- Demonstrate specialist knowledge in one or more key areas of the video discipline.
- Experience in Audio-visual systems and operating systems.
- Knowledge of relevant software programmes and evidence of using them.
- Experience in electrical, electronic and software systems.
- Excellent communication and interpersonal skills. Communicates in a positive and inclusive manner always demonstrating respect towards others regardless of job level.
- Structured, Methodical working practices.
- Strong attention to detail, data management and quality of work.
- Fluent in English, written & spoken.
- Flexible to work based on the requirements of the live event industry.
- Willingness to work independently and unsupervised or in a collaborative manner leading or as part of a team.
- Able to deputise and/or provide coverage when requested.
- Good understanding and applicability of H&S requirements and practices.
- Participate in training as directed.
- Willing to work outside of the UAE on projects in the GCC and beyond.
- Ability to deliver superior service and build lasting relationships by demonstrating the Company's Core Values: Do Right, Embrace the Possible, Be Fearless, 1+1=3, and Deliver the Wow

*The job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in 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.

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**Employee**

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**Date**

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**Line Manager**

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**Date**