

## **Terms of Reference for AV/Technical Assistant**

### **Position Overview:**

The AV/Technical Assistant, in addition to their primary role as a technician, will take on the responsibilities of Studio in Charge and Equipment in Charge. This role requires a highly skilled and organized individual who can efficiently manage studio operations and equipment maintenance while ensuring a seamless production environment.

### **Responsibilities (including but not limited to the following):**

#### **A. Studio Technician:**

- Set up and maintain audio, video, lighting, and other technical equipment for studio productions.
- Troubleshoot and resolve technical issues during live broadcasts or recordings.
- Collaborate with faculty, external producers, students and other members of the faculty and management to achieve the desired production quality.
- Ensure that all studio equipment is properly calibrated and in good working condition.
- Perform routine equipment maintenance and coordinate repairs when necessary.

#### **B. Studio in Charge/ Custodianship:**

- Oversee day-to-day operations of the studio, including scheduling and coordination of studio bookings in conjunction with relevant offices.
- Manage studio resources and ensure they are utilized efficiently.
- Supervise studio personnel, including technicians and support staff, faculty, students and external producers.
- Ensure compliance with safety protocols and studio policies.
- Collaborate with production teams to plan and execute studio setups as per production requirements.
- Maintain an organised inventory of studio props, sets and materials.
- Assist in budgeting and cost control related to studio operations.

#### **C. Equipment in Charge / Custodianship for research Lab:**

- Maintain an up-to-date inventory of all studio equipment, including cameras, microphones, lighting, and related gear and manage check-in and check-out of the equipment.
- Develop and implement equipment maintenance schedules. Coordinate equipment rentals and purchases as needed.
- Conduct regular equipment inspections and ensure proper storage and handling. Train studio personnel, students, faculty on equipment usage and safety procedures.
- Research and recommend upgrades or replacements for aging equipment.
- Support management of other technical skills labs such as BSc Nursing Lab equipment, EVS Programme Lab, etc. which will entail organizing field trips.

**D: Any other tasks as and when assigned**

**Qualifications:**

- Diploma or Class XII with 8-10 years of experience in handling laboratory equipment/other electronic gadgets.
- *Candidates with Diploma in Electronics and Communication Engineering or instrumentation with relevant experience preferred.*

Reports to: Academic Affairs Office / as assigned.