

VISION

To position Exhibition World Bahrain as a leading global destination for our international guests and creating a long-term legacy and positive economic impact for the people of Bahrain.

MISSION

To provide a multi-purpose, state of the art Exhibition and Convention Centre that offers innovative, flexible, and sustainable solutions and creating memorable experiences for our clients, delegates, and visitors. **WE** are committed to sharing and imparting knowledge, building & developing skillsets and mentoring of Bahraini Nationals.

GUIDING PRINCIPLES

ONE TEAM – **WE** support, respect, collaborate and work together as one. **WE** embrace and celebrate diversity and inclusion and recognize that each one of us, play a unique part in achieving overall success. We are one team.

SERVICE EXCELLENCE – **WE** create and deliver memorable world-class, unique experiences, through delivering high quality, innovative service, and products to the people of Bahrain and our international guests.

OWNERSHIP – **WE** do what we say we will do, deliver on our promises, and follow through. We take responsibility for our actions and bring solutions to the table. We own our responsibilities and follow these through to completion.

INTEGRITY – **WE** value and demonstrate integrity in everything we do –from the way we engage with our colleagues and guests, through to our stake holders. We are honest, ethical, and transparent in all that we do.

SAFETY – **WE** pride ourselves on operating and delivering a safe venue, always ensuring that safety is embedded in everything we do and becomes part of our DNA. Safety first every time.

SOCIAL RESPONSIBILITY – **WE** are committed to the health and well-being of our planet, the Bahrain community and our people and guests. **WE** strive to maintain a sustainable business through adopting world-class work practices through recycling, solar energy, reducing plastics, reducing food wastage and energy management. ***WE** are committed to leading the way for the Bahrain community and our guests.*

AV Technician

- ▲ **Position:** AV Technician
- ▲ **Reporting Line:** Production Manager
- ▲ **Department:** Production
- ▲ **Ref:** JD14/24

▲ Purpose/ Scope:

- ▲ Carry out the installation, operation, monitoring, and maintenance of all audio-visual and technical productions equipment and systems across the entire EWB site, including but not limited to general AV requirements, functions, events and shows, conferences, exhibitions, Internal Training, and all other AV applications property wide.
- ▲ Lead teams of AV casual and AV contractors to complete the installation, operation, monitoring, maintenance of all audio-visual production across the property.
- ▲ Responsible for safe storage, stock control and maintenance of all AV Department assets which includes:
 - Work closely with the AV Production team ensuring seamless workflows for event equipment preparation, delivery, return, maintenance.
 - Ensure all equipment is returned to storerooms and stored in good condition
 - Ensuring asset/inventory system is up to date and all assets are tagged
 - Security, safe storage of consumable stock and assets

▲ Duties & Responsibilities:

▲ General:

- ▲ Work with Production Management and Senior Technicians to plan and carry out production requirements across the site at EWB
- ▲ Be skilled in technical production for Audio, Lighting, Video, Rigging and Stage building
- ▲ Lead Production teams and contractors on the floor to provide high quality service for all contracted events at EWB
- ▲ When required liaise with clients, event managers, suppliers to ensure the provision of contractual obligations ensuring production requirements are always provided and operational.
- ▲ Ensure personal safety and the safety of co-workers, contractors, labour hire, patrons, and the public through co-operation with management, ensuring compliance with the HSSE Management System and relevant legislation.
- ▲ Assist upskilling new team members and contractors
- ▲ Install, operate, and maintain all EWB audio-visual and technical production across the property.
- ▲ Provide current working documents and information to casual team members as planned within company event management platforms and as discussed with AV Production Department and Floor Managers
- ▲ Ensure all systems are regularly serviced and where necessary carry out repairs or engage contractors to assist.
- ▲ Ensure adequate levels of equipment and consumables are available for use as required.

- ▶ Manage the removal, repair, and replacement of faulty AV equipment within the complex as required.
- ▶ Ensure all AV and technical production equipment is maintained and upgraded/repaired when required.
- ▶ Ensure reporting on event and staff performance, damages, safety and FM managed equipment is completed on time.
- ▶ Initiate and participate in research and development activities within the Production department to improve infrastructure and processes and promote a culture of CSI (constant small improvements).
- ▶ Assist in the development, implementation and maintenance of department policies and procedures.
- ▶ Ensure activities comply with relevant statutory and regulatory requirements, legal demands and professional and ethical standards.
- ▶ Ensure compliance with relevant statutory and regulatory requirements regarding employees.
- ▶ Adhere to the responsibilities outlined in the HSSE Management System.
- ▶ Follow all EWB policies and procedures and departmental service standards
- ▶ Suggest any improvements that could be made to improve existing systems and procedures.

▶ Operational Requirements

- ▶ The position may involve day, evening and weekend work as per business requirements.
- ▶ Early starts and/or late finishes depending on business levels or as support required by the business to run events.

▶ General Responsibilities:

▶ Promotion of the Venue services and facilities to Clients

- ▶ Friendly, professional communication always
- ▶ Be Cooperative and willing to assist as required
- ▶ Demonstrate a positive and professional image, representing EWB and ASM Global.
- ▶ Commit to the Vision, Mission, and Guiding Principles.

▶ Work Ethic

- ▶ Lead by example and act as a role model.
- ▶ Ensure all work practices are carried out in a professional, ethical, and transparent manner.
- ▶ Communication is open, transparent, and culturally sensitive.
- ▶ Communicate regularly and effectively with all departments.
- ▶ Demonstrate cultural intelligence and ensure all team members are treated in a fair and equitable manner.
- ▶ Be punctual and on time for work.

- ▶ Ensure grooming and dress code is professional and respectful of the Bahrain and Middle East environment.
- ▶ Ensure confidential meetings/discussions are kept confidential.
- ▶ Adhere to the ASM Global Code of Conduct.

▶ Stakeholder Relationships

- ▶ Ensure communication is timely, open, and transparent.
- ▶ Build, develop and maintain relationships with all key stakeholders.
- ▶ Meet regularly with key focal points from the owner.
- ▶ Report any serious issues or concerns to the Director of Business Development.

▶ Problem Solving

- ▶ Timely response to any issues or situations
- ▶ Provide client and/or team feedback
- ▶ Identify potential issues or areas of concern and identify ways to improve or rectify situation

▶ Reporting Damage to property or equipment

- ▶ Follow correct procedures and report any damage.
- ▶ Ensure correct paperwork is completed and submitted in a timely manner.
- ▶ Contact Director of Facilities for anything urgent.

▶ Other Duties:

- ▶ Perform other duties as directed by the Production Manager.
- ▶ Be flexible and willing to assist with the other duties as required.
- ▶ Ability to perform physical tasks.

▶ Candidate Requirement

- ▶ Bachelor's Degree or equivalent experience
- ▶ Minimum of 5 years of technical management and operating experience in the Audio-Visual industry including Audio, Lighting Video, Rigging, Staging
- ▶ Proficient in video software applications and overall computer skills
- ▶ Proficient in Microsoft 365 applications
- ▶ Audio Visual manufacturer certifications are strongly preferred
- ▶ Experience in the Audio Video and technical production industry is strongly preferred

AV Technician

Employee Name:	Department:
Employee Signature:	Date: