



Indian Institute of Management Ahmedabad

Requires

Manager (Audio & Visual)

Job description (It is not exhaustive):

- Provide Audio/Video (A/V) support that ensures proper operation, maintenance, monitoring, testing, repair of AV equipment's alongwith Wireless IP Band, Digital Network, WiFi, LAN & WAN connections.
- Responsible for planning, setting up, maintenance, monitoring, and troubleshooting of conference room A/V equipment such as microphones, speakers, video displays, projectors, digital video cameras, recording equipment, connecting wires and cables, sound and mixing boards for events like meetings, interviews, trainings, and conferences.
- Well versed with AV Communication and Data Network technologies & protocols
- Responsible for periodical checks & preventative maintenance of AV equipments and to ensure it is fully operational before the event/conference/meetings begins and troubleshoot equipment when necessary.
- Manage AV service vendors, consultants and system integrators to ensure project is delivered (on time and with quality) as defined and post live support is provided as per engagement terms.
- Documents process and procedures of technical systems and gets actively involved in promoting new technologies or new systems or procedures
- Manage a team of AV technicians/engineers with their daily tasks & collaborate with the team to ensure quality service is delivered
- Assist with identifying and documenting issues identified during audit and developing recommendations for improvement within the process.
- Must ensure compliance with IT security policies and procedures.
- Responsible for inventory of audio/visual assets and to ensure it is in good operating condition and Inventory books are well maintained
- Oversee & support AV projects and coordinate for AV related events of the Institute

Qualification, Experience & Skill Requirements

- The candidate should have a full time degree in B.E. /B.Tech. or Post graduate in Computer Science or equivalent degree from a recognized university.
- Minimum 7 years of experience in AV field and atleast two years in leadership position.
- Behavioral competencies like leadership, teamwork, flexibility, and initiative required.
- CTS and AVIXA certification would be added advantage

Job Location: IIM Ahmedabad Campus, Vastrapur, Ahmedabad

Age: Maximum 45 years

Last Date to Apply: May 06 ,2022

The position will be on a **Third Party Payroll.**

To apply, please send your updated CV to career@iima.ac.in with the subject line “**Application for Manager-AV**” by May 06, 2022.