



## AUDIO VISUAL TECHNICIAN

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### JOB DESCRIPTION

[Nouvelle Medias](#) is looking for an Event Technician for our event production and management team for our account held in a prominent technology company. The Event Technician will be responsible for leading the technical production for high-level events requiring support with A/V, staging, lighting and design needs. The role requires strong technical understanding and practical experience operating event production systems, with extensive experience in A/V and technical direction for both corporate events and live experiential events.

Our goal is to provide a seamless technology experience in events to all attendees, press and partners, as well as to create a more efficient and reliable technical environment for event staff and vendors.

### IDEAL CANDIDATE

- Is able to discover problems and present solutions independently. Must have initiative, a sense of responsibility and the ability to problem solve.
- While having a speciality is a must, the candidate must also be capable of a wide variety of work - a generalist and a fast learner. \*Those who specialize in live-broadcasting are highly welcome.
- Must be able to face challenges enthusiastically from the start and be capable of self growth and study.
- Must be able to take action by looking at the overall picture of the business - those who are well organized, have wide horizons, flexibility and the ability to adjust to change.

### RESPONSIBILITIES

- Technical delivery of high-quality events - provide full event production support either independently or as part of a team, depending on the scale of the event
- Manage the day-to-day housekeeping and maintenance of a hi-tech conference venue
- Operate event production equipment including but not limited to audio desk, lighting desk, vision mixer and PTZ camera controller
- Basic editing of video footages from the event to provide to clients
- Create wiring diagrams and video, sound and image materials.
- Participate in meetings with clients and stakeholders, advise them on event coordination
- Coordinate with vendors and freelancers when needed
- Actively liaise with the event production team to provide feedback and suggestions for improvements in the event space
- Manage client expectations on production challenges, proactively provide solutions
- Contact, report, and build relationships with teams abroad

## **REQUIRED QUALIFICATIONS**

- Proficiency in native level Japanese and business level English
- 2+ years of experience within the technical event production or broadcast environment (Full understanding of A/V technology and advancements including lighting, audio/video output, rigging and power.) \* Including freelance experiences
- Experience in operating event production systems.
- Operational experience with event equipment (sound mixers, DMX based lighting desks, video switchers etc).
- Knowledge in broadcasting and streaming platforms (e.g. Wirecast, StreamYard, YouTube Live Streaming etc.) \* Expertise in one of many platforms is acceptable.

## **DESIRED QUALIFICATIONS/EXPERIENCE**

- Knowledge in audio/video codecs and protocols.
- Knowledge in TCP/IP networks.
- Operational experience with PTZ cameras and controllers.
- Experience as a stage director or lighting engineer.
- Proficiency in Final Cut Pro, Premiere Pro, Adobe CC, AutoCAD, Apple Keynote, Microsoft Office.
- Experience working with G-Suite or similar softwares (Google Drive, Slides, Docs, Spreadsheet, Chat, Meet, Calendar, Gmail etc.)

## **OTHER**

There are no requirements for academic backgrounds and all nationalities are welcome to apply.

## **ENTRANCE PERIOD**

From January 2024

## **EMPLOYMENT TYPE**

Permanent Employee (Full-time)

## **WORKING ENVIRONMENT LANGUAGE**

English, Japanese - Communication within the team is mainly conducted in Japanese and in English with customers. Materials/Documents are mainly in English.

## **LOCATION OF WORKPLACE**

Shibuya (client's office.)

## **WORK HOURS**

Work hours are typically between 10:00-19:00 (8 hours a day, 2 days off every week)

\*Holidays: Usually according to the Japanese calendar.

\*Events: Most events are held during the daytime on weekdays. Working hours are typically from 10:00 a.m. to 19:00 p.m. on non-event days.

## **HIRING PROCESS (Joining January 2024)**

**1st interview** - Online casual interview with HR (+ language level check)

**2nd interview** - In-person casual interview with team members (+ detailed explanation of the job) @ Client's office in Shibuya (Online personality assessment before final interview)

**3rd interview** - In-person interview with Board Members (+ written exam) @ Nouvelle Medias Shibuya office

## **REQUIRED DOCUMENTS FOR APPLICATION**

Please submit the following documents below, in English as well if available.

- Japanese Rirekisho and Shokumukeirekisho
- Portfolio