### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>AV/IT Support (British Science Festival)</th>
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<tbody>
<tr>
<td>DURATION:</td>
<td>Temporary: 6-9 September 2016 plus 1 Training Day</td>
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<td></td>
<td>1 September</td>
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<tr>
<td>HOURS:</td>
<td>11am-8.30pm</td>
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<tr>
<td>LOCATION:</td>
<td>Swansea University</td>
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<tr>
<td>RATE:</td>
<td>£7.85 per hour</td>
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The British Science Association is recruiting AV/IT Support Assistants to work during the British Science Festival 2016, held in Swansea, from 6-9 September 2016.

AV/IT Support Assistants will work with guest speakers to ensure all audio-visual and IT components of their event run smoothly. Working alongside an Event Assistant, you will work as part of will work at several different events each day.

**JOB DESCRIPTION - AV/IT Support Assistant**

**Main duties**

- Assist speakers and event organisers with the set-up of their AV (audio-visual equipment) and IT before the event
- Work with an Event Assistant to provide support to the guest speaker and audience throughout the event
- Ensure that all equipment is left in good working order
- Complete an evaluation of the event
- Assist with the set-up and pack-down of your allocated venue

**PERSON SPECIFICATION**

**Essential**

- Good IT skills and competent with technology
- Good interpersonal skills
• An ability to work independently and as part of a team
• An ability to stay calm under pressure, show initiative and solve problems under pressure
• An ability to work flexibly
• Good level of spoken English

Desirable

• Welsh language skills
• Experience working with technical equipment

Terms and conditions

The AV/IT Support Assistants will be working at the British Science Festival in Swansea between 6-9 September 2016.

The position is offered at a salary of £7.85 per hour from 11.00 - 20.30 for four days (including a one-hour unpaid lunch break per day).

The training day on 1 September will be paid at the above rate and the BSA will reimburse any travel costs incurred in attending the training day.

The BSA can provide subsidised accommodation on-site for the duration of the festival if required.

To apply

If you are interested in applying, please send a CV and short covering letter to valia.giannakaki@britishscienceassociation.org by Sunday 29 May.

We may contact shortlisted candidates after this date to arrange a time for a short phone call with additional questions.

The British Science Association is an equal opportunities employer and a charity committed to diversity. The British Science Association is committed to the fair and equal treatment of potential and existing employees irrespective of race, colour, nationality, ethnic or national origin, religion, age, disability, gender, sexual orientation, marital status, ex-offending background or any other potentially discriminating factor.

Only applicants who have a legal right to work within the UK will be considered.