

# Audio Visual Systems Designer – Job Description

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We are currently recruiting for an AV Systems Designer to join our successful Audio-Visual Company specialising in high-end Residential Projects, based at our offices in Godalming. We are a family run business with the admin and sales team located in Godalming, and an engineering team working predominantly in Central London but also now in Surrey under our new company, Surrey AV Solutions.

## Knowledge, skills and Personal Qualities Required

- Industry specific knowledge is required, a minimum of 3 years in a similar role specialising in Residential AV installations
- Commercial knowledge is also beneficial as we do carry out commercial installations in boardrooms, hotels, bars, theatres etc. from time to time
- Knowledge of Crestron and Control4 is required
- Knowledge of lighting control is required, we use Lutron, Crestron & Control4
- Either Microsoft Visio or AutoCAD experience is necessary. You must be able to create wiring schematics, connection drawings and indicative elevations showing our equipment
- Networking skills are necessary to be able to create and define IP tables for each project and maintain these during the project
- A strong communicator – verbal and written communication must be of a high standard ensuring that the company's brand is represented correctly
- To be able to multi-task effectively and ensure that all tasks for all projects are continuously monitored and the relevant information is passed between parties to conclude any outstanding issues
- Ability to develop productive working relationships with a wide range of people across all levels
- To have a keen interest and knowledge of the industry, continuously striving to learn more and stay in touch with new trends and technologies

## Key Accountabilities

- You will be working closely with the Sales Team and the Project Deployment Team, providing the initial design and then ongoing design support throughout the project
- You will be accountable for the takeover of secured projects from the Sales Team, to understand the brief and the system which has been sold to the client fully:
  - Understand the role and purpose of each component within the installation
  - Understand the limitations of each piece of equipment to ensure that the system design is correct
  - Raise any concerns during the design process to ensure the correct equipment is procured
  - Create a design pack for every project with information required by 3<sup>rd</sup> parties. This will include AV plans, wiring schematics, cable schedule, elevations and connection drawings;
  - To maintain these documents throughout the project and ensure upon completion a complete record is issued as part of the O&M manual;
  - To be responsible for ensuring the design pack is always kept up to date and any changes are recorded accurately and distributed to those involved in the project.
  - Keep up to date with new products & technologies by establishing regular contact with suppliers and distributors

## Essential Qualifications

- Minimum of 3 years' experience in a similar role
- A good working knowledge of Microsoft Word, Outlook, Excel and PowerPoint, Visio or AutoCAD
- Educated to degree level or equivalent
- Full driving license

## Hours & Benefits

- Full time position, Monday – Friday, 9am to 5pm (less 1hour unpaid lunch break)
- Main place of work will be Godalming but there may be site visits in London or Surrey and the opportunity to work abroad
- Salary Range: £35k-£45k dependent upon experience including benefit package