

Job Vacancy for an Operations Technician at Bath Royal Literary and Scientific Institution (BRLSI)

Post: Part Time Operations Technician (up to 12 hours a week)

We are looking for a reliable, enthusiastic, and technically able person who can work well with staff, the public, and our audio-visual equipment to set up rooms accurately for Room Hirers and BRLSI Talks. This is a part time role with regular evening (generally 4.30-9.30pm) and Saturday shifts (9.30am-4.30pm). We are looking for applicants who possess great people skills but can also ensure our audio-visual output is reliable and of the very best quality. #

This role may suit someone who has had a career in IT / Audio Visual and is looking to stay active or may suit a student who is looking for part time work to supplement their studies.

Core Tasks

Objective 1: Set up rooms for Room Hirers and BRLSI Convenors:

- Set up rooms so that all room hirers receive what they asked for [e.g. set up correct room furniture layouts, provide agreed refreshments, set up and test A/V equipment such as pc projectors, sound system, computers, live streaming (when required), pointers, lapel and roving microphones, to ensure it all works effectively]
- Set up rooms in similar fashion for talks organised by BRLSI Convenors and ensure the event runs successfully.

Objective 2: Receive and process Room Hire Bookings:

- Ensure that external and internal bookings are received in a welcoming and enthusiastic manner by phone and/or email, taking care to note all specifications of room layout, refreshments and other services that are requested.
- Enter the information accurately onto the Room Hire computer system.

Objective 3: IT Literacy:

- Genuine interest and knowledge of IT, Audio Visual systems and Livestream software (Zoom)
- Ability to receive training by the Room Hire Manager and update the Room Hire computer system
- Ability and interest in learning how to help with adding, editing and updating content, events, images and videos to the BRLSI website, the BRLSI YouTube channel and social media channels.
- Alert Room Hire and line managers to actual or potential deficiencies in hardware and software, so that prompt and remedial action can be taken.

Objective 4: Assist Front Desk wherever necessary:

- Occasional Front Desk cover when volunteers and/or staff need to go to lunch or take other breaks.
- Support Front Desk Volunteers and Convenors as scheduled, welcoming Members and visitors with warmth and enthusiasm. Key Qualities

Julie Cole Director

The role will be based at our office and event space, 16 Queen Square, Bath, BA1 2HN. The current rate of pay for this position is £11.55hr. The role is offered with an expectation of up to 12 hours a

week, though there is no guaranteed minimum weekly hours. BRLSI has a 3 month probationary period to assess whether the appointee is a good fit for the position.

To apply please send an application letter along with your CV james.hamilton@brlsi.org. Closing date for applications is 7th June 2024.