



भारतीय प्रबंध संस्थान बंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Ref: IIMB/HR/RECT/2024/32

Date: 02 May 2024

About IIMB	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
Industry/Service	Higher Education
Post/Job Title	Assistant Manager (Audio-Visual Systems)
Job Purpose	We are seeking a highly skilled and motivated Assistant Manager (Audio-Visual Systems) to join our team. The ideal candidate will be responsible for managing and overseeing the organization's audio-visual systems, ensuring seamless operations for meetings, events, and presentations. The Audio Visual Executive will collaborate with various teams to enhance communication through innovative AV solutions.
Job Type	Contractual – Non-Teaching
Reporting to	Campus Computer Manager
Will also closely work with	All relevant stakeholders of the Institute
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none">• AV System Management: Oversee the design, installation, and maintenance of audio-visual systems in conference rooms, event spaces, and other relevant areas. Ensure the proper functioning of AV equipment, including projectors, screens, microphones, speakers, video conferencing systems, and related technology.• Technical Support: Provide technical support for internal and external events, ensuring the smooth operation of AV equipment. Troubleshoot and resolve technical issues promptly.• Event Coordination: Collaborate with event organizers to plan and execute AV requirements for meetings, conferences, and special events. Coordinate with external vendors when necessary.• AV Technology Upgrades: Stay informed about emerging trends and technologies in AV systems. Recommend and implement upgrades to improve overall AV functionality.• Training and Documentation: Conduct training sessions for staff on the proper use of AV equipment. Maintain documentation on AV system configurations, troubleshooting procedures, and best practices.• Collaboration with IT and Facilities: Work closely with the IT department to integrate AV systems with existing technology infrastructure. Coordinate with facilities management to ensure the physical setup of AV equipment is optimal.• Budget Management:• Assist in the development and management of the AV budget. Identify cost-effective solutions for AV needs.
Key Skill and Ability Requirements	<ul style="list-style-type: none">• Proficiency in operating and troubleshooting a variety of AV equipment in classrooms, Studios, Auditorium and Sophisticated outdoor event.• Strong knowledge of audio-visual technology trends and innovations.• Excellent problem-solving and communication skills.• Training & Certifications (Optional):• Training & Certification in AV technology Extron/Crestron/Clearone/AMX related field is a plus.
Qualification & Personal	<ul style="list-style-type: none">• Education: Bachelor's degree and specialization in audio visual technology would be desirable.• Experience: Candidate with 5 years of experience in managing audio-visual systems, preferably in a corporate or event setting.

Profile	<ul style="list-style-type: none">• Experience with video conferencing platforms and streaming technologies is preferable.
Compensation	The indicative annual CTC will be in the range of Rs. 8.3 Lakhs to 9.1 Lakhs. The compensation will be fixed based on candidates experience and qualification and will be as per IIMB Contract Appointment Rules

Interested candidates may fill the application using the link: [here](#)

The closing date for applications is 16th May 2024. Only shortlisted candidates will be intimated. It is mandatory to fill in all the fields in the application and relevant supporting documents are to be uploaded. Incomplete applications will not be considered.