

POSITION SUMMARY			
<b>TITLE:</b>	Technical Assistant	<b>REPORTS TO:</b>	Senior Technician
KEY DELIVERABLES			
<ul style="list-style-type: none"> <li>▪ Support the USA Pavilion's Senior Technician across all phases of Expo 2020 Dubai - installation, event operations and decommissioning</li> <li>▪ Provide technical support throughout the Pavilion in regard to visitor experience, exhibition content and performance spaces</li> <li>▪ Ensure all technical areas are secure and minimise the opportunities for theft and damage of property</li> <li>▪ Develop and maintain excellent relationships with the Pavilion operations team</li> <li>▪ Produce regular, accurate and detailed reports in regard to technical activity and performance</li> <li>▪ Adopt a flexible approach to work hours, especially during the operations period when maintenance and service activity will need to be scheduled outside Expo operating hours</li> <li>▪ React to a constantly changing environment with consistent professionalism and composure</li> <li>▪ Actively participate in USA Pavilion planning and development meetings with effective outcomes</li> <li>▪ Work collaboratively and enthusiastically with all USA Pavilion staff, representatives and stakeholders</li> </ul>			
KEY RESPONSIBILITIES			
<p><b><u>Technical</u></b></p> <ul style="list-style-type: none"> <li>▪ Provide technical support and set-up for lighting, sounds, I.T. and AV for USA Pavilion related performances, presentations and activities</li> <li>▪ Operate AV and other equipment as may be required for events, functions, meetings for performances</li> <li>▪ Provide assistance with the set-up, conduct and pack down when required for performance and other activities such as speeches and presentations</li> <li>▪ Provide expert technical services to support the exhibition curation including but not limited to placement, lighting and security</li> <li>▪ Maintain a detailed catalogue of exhibition assets including installation materials, equipment and packaging</li> <li>▪ Deliver to instruction in regard to opening and closing procedures relating to exhibition content and relevant equipment</li> <li>▪ Deliver timely, accurate and detailed reports relating to exhibition content and the visitor experience</li> <li>▪ Work under instruction with the Technical Manager to ensure installation, operations and decommissioning of mechanical equipment and features are completed in accordance with requirements to ensure seamless operations</li> </ul> <p><b><u>Maintenance</u></b></p> <ul style="list-style-type: none"> <li>▪ Manage the maintenance of the spaces and equipment through comprehensive advance planning</li> <li>▪ Maintain records, logs, certificates, warranties and licenses as required</li> <li>▪ Make recommendations for the timely purchase of supplies through advance planning</li> <li>▪ Participate in scheduled trials and inspections to ensure quality control and compliance with Pavilion standards</li> </ul> <p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>▪ Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the Pavilion's Health and Safety policy, including ensuring that all contractors under your supervision adopt and work under the same requirement</li> <li>▪ Work cooperatively with all USA Pavilion teams to contribute to a highly engaged and service-oriented team</li> <li>▪ Adopt flexibility and a willingness to adapt to an ever-changing work environment including changes to timelines, deadlines or scope of work</li> <li>▪ Reinforce and promote the principles of equal employment and diversity in the workplace by ensuring that all employees and stakeholders are treated with dignity and respect</li> <li>▪ Be familiar with policies and procedures relevant to this position and workplace</li> <li>▪ Undertake general duties as required</li> </ul>			