



### About IMD

IMD is a Swiss foundation, based on the shores of Lake Geneva in Lausanne, Switzerland, dedicated to the development of international business executives at each stage in their careers. Our unique environment enables us to maintain our position as a world leader in Executive Development, and recruiting the best people will help us continue to meet our objectives. To reinforce our team, we are looking for an

## Audio-Visual Support Specialist

### Job's mission

Ensure that all participants and IMD staff members are satisfied with the Audio-Visual (AV) experience they encounter at IMD and that the AV environment reflects the quality and standards that IMD is recognized for.

### Key activities & accountabilities

- **Auditoriums (18), study rooms (130), conferences rooms (12) and related AV equipment support:** Ensure that auditoriums and rooms are fit and ready for use with a zero tolerance for material that is defect at the start of the program.
- **Video conference solutions:** Manage video-conferencing facilities, mobile installation and web-based solutions. Coordinate video-conferencing requests.
- **Event management:** Coordinate the AV support (presentations, beamers, microphones, lighting, recording, sound system installation, etc.) for events (up to 500 people) and manage the relation between internal and external customers and contractors.
- Prepare and manage all AV materials (beamers, monitors, signage, etc.)
- Coordinate all AV support requests and ensure that the clients' requests are dealt with in a timely and professional manner
- Create and publish AV related documentation
- Purchase AV equipment and coordinate maintenance interventions
- Control the stock and manage the inventory
- Lead AV projects

## Ideal profile

- Technical CFC related to AV or IT
- At least 4 years' experience in a technical service related to AV (auditorium or rooms integration, AV equipment installations, configuration and repair, digital signage, etc.)
- Experience in AV support for major events
- Excellent knowledge of new technologies and capacity to propose technical solutions to improve AV equipment and adequate solutions for business needs
- Good level in IT required
- French fluent and very good level in English
- Advanced troubleshoot skills
- Flexible, meticulous, with an eye for detail
- Autonomous and able to work effectively as a team player
- Excellent communication skills and strong client-orientation
- Able to work accurately under the pressure

## How to apply

If you have the above skills and would like to work in our challenging environment, please send your **complete application file** (letter of motivation and resume in English, copies of your work certificates and diplomas) to: [hrdepartment@imd.org](mailto:hrdepartment@imd.org)