# ALLIANCE FRANÇAISE DE DELHI

## POSITION – AUDIO - VISUAL & TECHNICAL MANAGER

### ABOUT:

*Alliance Française de Delhi is a leading cultural and educational institution dedicated to promoting French language and culture in India. We are seeking a dynamic, skilled, and technically proficient* **Audio & Visual & Technical Manager** *to manage and oversee the audio-visual requirements of the institution, ensuring the smooth and professional execution of cultural events, performances, screenings, conferences, workshops, and other activities.*

### KEY RESPONSIBILITIES:

- Manage and operate audio, visual, lighting, projection, and other AV equipment used in the theatre hall, auditorium, classrooms, gallery, and other event spaces.
- Plan and coordinate the audio-visual and technical requirements for cultural events, performances, conferences, film screenings, exhibitions, and institutional activities.
- Set up, test, operate, and dismantle sound systems, microphones, speakers, mixers, projectors, LED/display systems, lighting equipment, and related AV equipment.
- Ensure the proper functioning, maintenance, and safe operation of all audio-visual equipment and systems.
- Troubleshoot and resolve technical issues related to sound, projection, video, lighting, and other AV systems during events and activities.
- Coordinate with the Culture, Communication, Academic, Administration, and other departments to understand and fulfil their technical and AV requirements.
- Coordinate with external vendors, technicians, artists, production teams, and event partners for technical requirements whenever required.
- Maintain an updated inventory of AV equipment, including records of equipment usage, maintenance, repairs, and replacements.
- Ensure regular preventive maintenance of AV equipment and recommend necessary repairs, upgrades, or replacements.
- Assist in assessing technical requirements and preparing equipment specifications and technical setups for upcoming events and projects.
- Ensure that all technical setups comply with appropriate safety and operational standards.
- Provide on-site technical support during events, including evenings, weekends, or holidays when required.
- Train and guide technical staff or event support personnel in the appropriate use and handling of AV equipment.
- Support the Technical Department in the overall planning and smooth functioning of technical operations.
- Perform any other technical and AV-related duties as may be assigned by the management.

**KEY QUALIFICATIONS:**

- Degree/Diploma in Audio-Visual Technology, Sound Engineering, Electronics, Electrical Engineering, Media Technology, or a related technical field from a recognized institution.
- Minimum 5 to 8 years of relevant professional experience in audio-visual operations, preferably in a reputed cultural institution, theatre, auditorium, event company, media organization, educational institution, or similar environment.
- Strong hands-on experience in operating and troubleshooting professional sound systems, digital audio mixers, microphones, speakers, amplifiers, projectors, video systems, LED displays, and lighting equipment.
- Experience in handling the technical requirements of theatre productions, live performances, cultural events, conferences, film screenings, and other public events will be an advantage.
- Good knowledge of audio signal flow, projection systems, video formats, basic lighting systems, and AV connectivity.
- Ability to independently identify and resolve technical issues during live events.
- Good organizational and coordination skills, with the ability to manage multiple technical requirements simultaneously.
- Ability to work flexible hours, including evenings and weekends, depending on event schedules.
- Knowledge of using DCP Projector.
- Good communication and interpersonal skills.
- Fluent in English.
- Knowledge of French will be considered an advantage.

**POSITION DETAILS:**

**Position: AUDIO - VISUAL & TECHNICAL MANAGER**
**Organisation:** Alliance Française de Delhi
**Location:** New Delhi, India
**Employment Type:** [Full-time]

**Salary:** To be mentioned
**Starting date: Early January 2027**

**HOW TO APPLY:**

Interested candidates are invited to submit their updated **CV + Motivation Letter + 2 references + Photo** at carrer@afdelhi.org, with the subject line **"Application for the Position of Your Name + AUDIO - VISUAL & TECHNICAL MANAGER." Latest by 30th of November 2026.**

For any queries contact: *hr_coordinator@afdelhi.org*