



## Job Specification: AV Project Manager

**Area:** Central London / Greater London

**Office Location:** Old Street

**Contract:** Full time, permanent

**Benefits:** Salary + paid overtime, pension plan, company laptop, company phone

**The Organisation:** Crossover is one of the UK's leading AV Systems Integrators, chosen as Finalist in the AV Awards' 'Breakthrough Company of the Year 2017'. Based in Central London, we design, supply, and install a very wide range of audio & audiovisual systems for many types of commercial organisations, across lots of market sectors (public / corporate / retail / leisure & entertainment). Our work includes technically innovative, bespoke and large-scale AV projects for high-profile clients, such as the BBC, NHS, well-known retail and high-end fitness brands, hotels, showrooms and many more.

Our hard-working team pride themselves on attention to detail, a highly collaborative attitude and fostering a supportive, close-knit work environment with no egos or 'blame culture'. We're constantly moving forward and are looking for like-minded team players who want to be a part of building something special.

**The Opportunity:** Working as AV Project Manager you will lead the delivery of industry-leading audio and audiovisual systems across Central London, and occasionally elsewhere in the UK. Reporting to the Technical Manager, you will own take charge of projects from the point of order through to completion, ensuring that Crossover deliver first-class results in an economical and timely manner, and maximise client satisfaction.

You will work closely with multiple parties including the end user / client and other professionals and project stakeholders; colleagues in systems design, project engineering, procurement and logistics; installation engineers; other trades on site; product specialists and suppliers.

Your responsibilities will include:

- Working closely with the systems designer to understand their solution in detail, and following up on any details which need to be checked/clarified with the client / by site survey / by additional research
- Ensuring the timely and accurate creation of project documentation, such as layout drawings, schematics and health and safety documents
- Communicating all necessary architectural, M&E and IT specifications to the relevant parties
- Overseeing procurement
- Coordinating scheduling, planning logistics and resource allocation e.g. off-site rack build
- Liaising with Crossover's on-site installation team, resolving technical queries and problems, monitoring progress
- Attending meetings with the client and third party contractors
- Delivering O&M packages and (potentially) handover training
- Commissioning AV systems, including the test and calibration of video switching, audio DSP, networks, control systems

You must:

- Be a project manager with at least 3-5 years of relevant experience in managing the installation and commissioning of high-end commercial audio and audiovisual systems, or have an equivalent balance of project management experience and AV knowledge
- Have full UK working rights
- Have excellent communication skills, with completely fluent use of spoken and written English to a very high standard
- Be able to inspire and energise a team
- Be fully computer literate and happy to use a range of apps and software tools. Crossover welcomes new technology and we're happy to adopt a new platform if there are sensible reasons to make a change.
- Be flexible and willing to work hard to deliver beyond client expectations. This includes a willingness to work overtime and unsociable hours if necessary; overtime is paid.
- Be based in London zones 1-6

### **Career Development**

Crossover is a dynamic business, operating within a healthy and growing industry sector, and we offer huge opportunities for personal development and for career progression. There is scope to develop as per your strengths and interests, and to play an influential role in shaping the growth of the company.

### **How To Apply**

Please send a full detailed CV including references, and a covering letter explaining why you would be suited to this role. Please apply via e-mail only. Please state when you would be available to start full-time employment. You must be living and working in the UK legally. No agencies please.

recruitment@crossover-av.com