

Position: Audio Visual Director	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 112	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Audio Visual Director reports to the Head of Information Technology Services Unit through the Courtroom Technology Supervisor.

Main Tasks and Responsibilities:

- Under the supervision of the Courtroom Technology Supervisor, to manage the audio-visual and computer operations during court sessions, following internal policy and best practices;
- To direct and operate robotic cameras and mix multiple audio, video and computer inputs with the view towards maximizing the effectiveness of the court proceedings;
- To present a balanced view of the proceedings to the viewing public, retaining technical coherence of remote witness testimony;
- To be responsible for production and record keeping of courtroom proceedings archives and other confidential recorded materials;
- To assist the Court Management Unit (CMU) by developing, filming and production of video material, both instructional and informative for the internal use or external distribution, and to mix and edit these materials;
- To assist the Registry, Prosecution and Defence by mixing, editing and subtitling AV content for legal courtroom presentation and for the internal and external distribution;
- To report regularly to the Courtroom Technology Supervisor and the Court Management Unit on the status of courtroom technical operations, AV operations and development projects;
- To liaise with the Court Management Unit and Public Information and Communication Unit with regard to television and radio coverage of courtroom events;
- To provide technical input into development of courtroom operational guidelines;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma.

AND

- A minimum of ten (10) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Minimum of five (5) years of practical experience as an Audio Visual Director in a professional multi camera, multi input environment, preferably within a legal organization;
- Technical training in Audio Visual Technology;
- Knowledge of Audio Visual technologies in a heavily regulated environment;
- Knowledge of Audio Visual technologies as used in a courtroom environment, such as cameras, recording equipment, streaming, directors systems, and presentation aids;
- Capacity to maintain focus and concentration during long court sessions and to remain calm in unexpected and stressful situations;

- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to work efficiently in a fast-paced, team-oriented environment and to produce accurate work under pressure;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

Desirable

- Knowledge of Audio Visual technologies in a courtroom environment;
- International experience, particularly in an international organization or a hybrid court system;
- Knowledge of the functioning of the EU, EU agencies and missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.