



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Conference and Audio-Visual Technician

Reference number: COR/AST1-AST9/22 BIS/25

Directorate	Directorate for Members, Plenaries, Strategy
Unit	Unit A.2 - Bureau, plenary and central meeting service
Vacancy	AST1-AST9
Type of post	ASSISTANT Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	20/03/2025
Deadline	03/04/2025 at noon (Brussels time)

1. Your job and responsibilities

Interested in working as conference and audio-visual technician at the European Committee of the Regions (CoR)? Are you interested in the latest innovations in conference equipment and interpretation? Then this job is for you.

The world of interpretation and audio-visual equipment is changing rapidly with the introduction of web and cloud-based services for conferences, remote interpretation and audio-visual solutions. As a technician within the Unit A.2, you will be responsible for maintenance and upgrade of conference and interpretation equipment and integration of new cloud-based technologies. You have an excellent knowledge in the field of conference and audio-visual equipment, system integration, including in the latest software tools and cloud-based solutions. Experience in the field within the European institutions is an asset.

As part of an audiovisual team, your duties will consist in:

- configuring and supervising the conference rooms (on-site and remotely): equipment testing (microphones, headsets, cameras), configuration of interpretation systems according to language combinations, and quick intervention in case of technical issues;
- assuring the functioning of audiovisual infrastructure: streaming and recording systems, digital signage, mobile sound and video systems, and videoconferencing solutions with remote interpretation;
- providing technical support during plenary sessions at the European Parliament and European Commission, as well as during events in dedicated spaces (Atria, Ledra

Street, "Foyers"), supporting Unit colleagues in drafting technical specifications for external meetings;

- contributing to technical projects: drafting specifications, supervising installations, collaborating with partner services (IT, infrastructure) and monitoring external providers;
- ensuring active technology watch: monitoring innovations in audiovisual solutions, participating in professional trade shows, managing pilot projects and technical experiments;
- acting as financial operational initiating agent for procurement procedures related to the audiovisual sector.

2. Who are we? What are the challenges for us ahead?

Our Unit A.2 - "Bureau, plenary and central meeting service" has 29 staff members and is part of the Directorate for Members, Plenaries, Strategy (Directorate A). It is divided into two sectors: Registry and Central meeting service. We manage the organisation of meetings of the CoR statutory bodies and provide logistical support for all meetings organised by the CoR. We ensure the planning and organisation of the plenary sessions and the Bureau meetings, including the preparation of agendas, minutes and meeting documents. We plan and coordinate the meetings organised by the CoR and provide the necessary logistical and technical support.

3. Are you the talent we are looking for?

3.1 GENERAL ABILITIES AND CAPACITIES REQUIRED

- Think with a critical spirit, analyse and solve problems pragmatically.
- Assess critically credibility and reliability of sources, data and information and use relevant digital tools to carry out the duties.
- Organise own work, demonstrate responsibility, identify priorities, take appropriate decisions and deliver results.
- Adapt to an evolving working environment, demonstrate commitment and adopt constructive attitude at all times. Remain effective and flexible even during period of heavy activity.
- Take initiative to achieve individual and shared objectives, demonstrate ownership and work autonomously.
- Learn and professionally develop to continuously enhance job performance and knowledge of the organisation and working environment.
- Work together with others in a constructive way by contributing to diverse and inclusive working environment. Demonstrate respect and courtesy at all times.
- Convey information and relevant opinions clearly and concisely both orally and in writing, facilitate interaction and engage effectively with others. Treat confidential or sensitive information accordingly.

3.2 JOB-SPECIFIC REQUIREMENTS

- You have sound experience as a conference technician and are used to following established procedures.

- You are at ease with handling IT based applications and processes in the field, you are analytical and rational.
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU official languages. For functional reasons, a high level of English is required and a satisfactory knowledge of French would be an asset.

3.3 ASSETS

- Previous experience in the field in a European institution is a strong asset.
- Good knowledge of cloud-based solutions and relevant specialised programming skills is considered a good asset.

4. What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible.
- Flexible working hours and teleworking opportunities subject to the needs of the service.
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility.
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued.
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation. Our dedication to inclusivity is also reflected in our efforts to enhance the accessibility of our vacancy notices, including the layout of the current vacancy and its annex (left alignment, increased spacing and font size etc.). By improving their readability, we strive to make these documents accessible to all, including individuals with disabilities.
- An EMAS-certified institution that is continuously looking to improve its environmental performance.

5. Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the [online application form](#) before 03/04/2025 at noon.

Please remember to read carefully the appendix to this vacancy announcement to learn relevant details about this selection procedure.

The Secretary-General
Petr Blížkovský

The [European Committee of the Regions](#) (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.