



Mount St Benedict College

Role Description

Job Title:	Audio Visual Specialist and Theatre Technician
Reporting to:	ICT Service Delivery Manager
Direct Reports:	None
Classification/Salary:	Information Technology Staff Level 2 NSW Catholic Independent Schools (Support Staff – Model A) Multi-Enterprise Agreement (2017)
Hours:	76 hours per fortnight (<i>flexible conditions based on event schedule</i>)

The College values of Pax, Hospitality and Stewardship are to be maintained and supported by all Staff, and brought to life through relationships, actions and events within this College community.

Purpose of the position

The role of Audio Visual Specialist and Theatre Technician is responsible for coordinating the College Audio Visual (A/V) equipment and events. The Audio Visual Specialist and Theatre Technician takes responsibility for the smooth operation and running of the College Audio Visual systems on a day to day basis and during College events. The role also troubleshoots and resolves A/V problems as needed and takes ownership of establishing a video archive of presentations and recordings.

The Audio Visual Specialist and Theatre Technician will setup, test, operate and calibrate A/V equipment for events, live streaming and recordings. The position is responsible for documenting and educating appropriate users of A/V equipment.

The role supports the Head of ICT and the Head of Creative and Performing Arts.

Responsibilities & duties

1. Members of the ICT Department are expected to:
 - 1.1 Support the ICT Service Manager and ICT Operations Manager in their roles and, under their direction, carry out a complete range of IT support functions to ensure the smooth running of the department;
 - 1.2 Support the College by providing a high level of customer service to clients of the Department (staff and students), to enable them to best perform their roles;
 - 1.3 Support the College by ensuring the continuity of services, along with the security and integrity of data;
 - 1.4 Support the College by responding to all enquiries in a prompt, courteous and professional manner;
 - 1.5 Support the ICT Team with projects and new services.
2. Audio Visual specialist support including but not limited to:
 - 2.1 Setting up and dismantling of A/V equipment for special events, functions, performances and ceremonies within the school
 - 2.2 Establish specific A/V requirements by liaising with the appropriate organising staff members and ensure that the required A/V equipment is available
 - 2.3 Regularly test audio visual equipment to ensure it is in good working order
 - 2.4 Log any malfunctioning equipment and arrange for repairs or replacement equipment

- 2.5 Supports audio visual needs across the College
 - 2.6 Operates theatre lighting, sound vision and camera equipment
 - 2.7 Publishes live and recorded events and supports video editing for staff
 - 2.8 Assist in classroom audio visual support as needed
 - 2.9 Provide support for the College Video Conferencing system
 - 2.10 Write support documentation for audio visual equipment
 - 2.11 Research audio visual technology and suggest recommendations
 - 2.12 Assist with the support function of the ICT team when required
 - 2.13 Provide training on audio visual equipment to staff and students
 - 2.14 Conduct regular audits on the A/V equipment and keep a detailed asset register
 - 2.15 Assist with Dance and Drama classes and events (such as organising music, filming etc.)
3. General:
- 3.1 Attend professional development and training required by the school and actively seek opportunities increase knowledge, experience and skills held;
 - 3.2 Take reasonable care for own health and safety and that of other personnel who may be affected by their conduct;
 - 3.3 Where appropriate opportunities present, become involved in the life of the College in order to promote community and contribute to objectives of the College, including attendance at staff meetings, working with volunteers and work experience students, becoming involved in school events;
 - 3.4 Such duties of a similar nature as all above as the Head of ICT or Principal may reasonably require, commensurate with the Audio Visual Specialist training and experience.

Person Specifications

	Essential	Desirable
Academic/Trade Qualifications	Experience and expertise working with complex Audio Visual systems	Certificate IV or Diploma in Information, Digital Media and Technology
	Experience with Sound and Lighting systems in a theatre environment	Diploma of Sound Production
	Knowledge of both live and post Video Production systems and processes	Certificate IV or Diploma in Live Production and Services
	Working with Children Check	First Aid
Work Experience and Skills	Knowledge and experience working with FrontRow, Creston and Black Magic Designs A/V control systems, including system automation and integration	
	Experience with video production equipment and practices, including lighting and content direction	
	Experience working with Audio Mixing desks (such as Allen and Heath) and Lighting Consoles (such as ColourSource or similar) within a theatre environment	
	Knowledge of audio visual presentation equipment such as video cameras, audio recorders, wireless microphones and video mixers	
	Demonstrated proficiency in supporting a complex audio visual environment	
	Demonstrated experience providing training and technical support to users	
	Basic understanding of networking and IP	
	Ability to handle basic ICT support	
	Ability to work flexible hours, including evenings, holidays and/or weekends to cover events across the College	
Personal qualities/ behavioural traits	Passion for Audio Visual Systems	
	Approachable and empathetic personality	
	Outstanding interpersonal and internal consulting skills, especially with staff and external provides, including the ability to cater to the needs of teachers at different levels of Audio Visual competency in a positive and collaborative manner	
	Exceptional communication skills and effective liaison with a broad cross-section of people (including teaching, administration staff and external providers) and a proven ability to develop and manage relationships with a range of people, as well as engender mutual respect	
	Excellent organisational and time management skills and ability to prioritise work under pressure	
	Highly developed customer service mentality with exceptional customer service skills (i.e. friendly and helpful personality)	
	Collaborative team player balanced with the ability to be decisive and directional where situations demand	
	Ability to prioritise work schedules by being self-directed and motivated	
	Ability to work both independently and as a proactive member of a team	
	Punctuality and attention to detail	
	Excellent written and verbal communication skills in English	
	Exceptional personal standards of professionalism	
	Shows initiative and willingness to learn new skills	
Display a consistently high standard of ethical conduct, exhibiting honesty, integrity and understanding in accordance with the Good Samaritan ethos.	Embraces the Benedictine values of Pax, Hospitality and Stewardship of the College, through demonstrating empathy, efficiency, drive and commitment and a positive attitude	

Agreement:

The requirements of this job description are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job description should be read in conjunction with the employee’s current Letter of Employment and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and College policies, and to perform other job-related duties required by the Principal to support the College’s compliance with its legislative obligations. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

By signing this job description, I agree that it accurately reflects my role.

Employee Signature: _____

Date: _____

Managers Signature: _____

Date: _____