



St Leonard's College

An education for life.

General Staff

Position Description

Position Title:	Senior Audio Visual (AV) Technician
Prepared:	May 2023
Reports To:	Director of Facilities
Prepared by:	Director of Human Resources

Position Purpose

The Senior AV Technician is responsible for the delivery of Audio-Visual services at St Leonard's College. This includes providing technical support, training and set ups required by the staff and students as well as supervisory responsibilities periodically. This extends to the training and mentoring of a backup AV staff member. The Senior AV Technician is expected to display the College vision, in relation to public relations and customer service, in all dealings with both internal and external clients and all external organisations.

Reporting Relationships

The Senior AV Technician is responsible to the Director of Facilities, for the provision of AV and related technical support to staff and students. The role also works closely with the Music and Drama Departments as well as the Hart Theatre Company to fulfil their AV and staging requirements in collaboration with contracted Theatre Technician/s.

Position Status

This is a permanent, full-time position, with four weeks' annual leave plus the College closure days, usually four per year. Some out of hours work will be required as directed and negotiated.

Duties and Essential Job Functions

Daily duties will include the on-going maintenance of classroom and venue infrastructure, multimedia postproduction, and management of media resource collections.

Freedom to Act / Autonomy

It is the responsibility of the Senior AV Technician to inform the Director of Facilities immediately of any major problems and any potential issues that may arise in the course of the day. The Senior AV Technician has a reasonable amount of autonomy in the day-to-day operations for AV Technical support. This role will also work closely in conjunction with IT and the Facilities Departments on a day to day basis.

Key Responsibilities

- AV technical support to a level equivalent to having completed a Bachelor of Multimedia degree
- Support & training for staff & students with multimedia hardware and software
- Management of media resource collections and consumables
- AV and production set ups and operation (within school operating hours)
- Planning and coordination of school wide AV upgrades

1. AV Technical Support and Training

- Ongoing maintenance of classroom and venue multimedia infrastructure and cabling
- Staff and Student support for multimedia in classroom environment
- Works closely with IT, Hart Theatre, Music, Drama and Facilities Departments
- Delivery and set up of equipment for special events
- AV maintenance documentation
- Develop and track the AV budget in consultation with Director of Facilities
- Plan and coordinate training programs associated with AV services to provide staff and students with an understanding of the use AV across the College
- Train relevant personnel in the operation of new and existing equipment

2. Management of equipment and consumables

- Maintain stock records including: equipment quantities, locations and items on loan
- Maintain adequate stocks of consumables
- Routine servicing and maintenance of equipment
- Arrange repair where necessary of equipment by external agencies
- Identify new equipment to replace or upgrade existing lost/broken or outdated equipment
- Purchase new or replacement equipment as authorised by the Director of Facilities

3. AV and Production Set Ups and Operation

- Set up basic lighting rigs and operating lighting desks for live performances
- Support set up of live sound for music concerts, bands, choirs, drama productions and guest performers in collaboration with the contracted Theatre Technician
- Operate/Control multimedia systems, video imagery, video and audio recording during performances
- Support contracted Theatre Technician with major Hart Theatre events, Productions and Concerts (after-hours work required, as directed)
- Audio Visual support for Information evenings

Note: Videography and post production of key School events undertaken by selected school contractors

4. Administration

- Prepare draft budget for approval by Director of Facilities
- Manage budget, track Departmental expenses
- Contribute to the development of one-to-five-year AV technology plan by identifying current and future technology trends and equipment needs
- Provide input into the preparation of annual audio-visual technology reports
- Organise video recording of school events and activities as directed
- Plan and coordinate external AV installations, in consultation with the Director of Facilities
- Maintain a high level of knowledge in relation to specific AV skills i.e. programming of classroom controllers
- Organise electricians, maintenance teams etc. as required
- Continue to research and update school on latest technology advances in education

5. Special Events

- You will be required to assist staff and students in the capacity as Senior AV Technician for the following Special Events. This will include out-of-hours duties:
- Annual Church Service
- Speech Night(s)
- Community Day Fair
- College Tours
- Hart Theatre Company productions across the year
- Other events as directed by the Director of Facilities

Any other tasks deemed appropriate

Qualifications Specific to this Role *(Highly Desirable but not a pre-requisite)*

- Bachelor of Audio Engineering
- Advanced Diploma in Computer Systems -Network Engineering

Competencies Required

- Advanced computing skills in Adobe Productivity Suite
- Knowledge of various video/audio editing software and post-production technologies
- Strong understanding of IT infrastructure and networking -Most AV are now networked controlled
- Ability to remain calm under pressure
- Excellent organisational and time management skills
- Commitment to promoting the College
- Commitment to excellent customer service
- Strong oral and written communication skills
- Collaborative team member

Health Safety and Wellbeing - *Employees are responsible for:*

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- Cooperating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to Safety and Wellbeing by the College
- Immediately reporting all matters which may affect workplace health and safety to the Director of Facilities and/or the Director of Human Resources
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangement is in place.

Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2023*, and any subsequent Agreement.

It is a condition of employment that all employees are compliant with COVID-19 Mandatory Vaccination (Specified Facilities) Directions and any subsequent vaccination directions.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health, Safety and Wellbeing
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
 - Accountability – we do our work with honesty, integrity and enthusiasm
 - Performance – we perform to the best of our ability
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.