



Caroline Chisholm Catholic College

Position Description – AV Technician (Casual)

CLASSIFICATION: Education Support Officer

REPORTS TO: Principal via Director of Technical Services

The AV Technician is responsible for the supporting the operational needs and development of the College AV facilities.

Specifically, duties include:

General Duties

- Assist the day-to-day organisational tasks of College events requiring AV Support
- Undertake and oversee the management and maintenance of all technical equipment and resources in the College facilities
- Provide advice to Head of Learning and relevant staff regarding solution to maintenance and replacement needs.
- With approval carry out required rectifications and replacements
- Monitor and facilitate safety compliance
- Maintain and manage lighting and sound and production management at College events

OH&S requirements and facilities

- Ensure health and safety practices are observed within the performance spaces, equipment handling is understood and adhered to at all times
- Work with relevant staff to ensure the correct use of equipment in all College facilities

Additional Tasks

- Assist and demonstrate use of AV equip
 - Prepare AV for classroom practical activities and events
 - Maintain stock management including location and labelling using systematic agreed approach
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Other duties as directed by the Principal

Selection Criteria

- A commitment to Catholic Education
 - Appropriate qualifications and/or experience
 - Demonstrated experience in control systems, AV integration, and, Video Conferencing
 - Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
 - Ability to work on weekends
 - Ability to work under limited direct supervision and to exercise discretion within established work practices
 - Highly developed oral and written communication and interpersonal skills
 - Experience in working within a team environment
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- Holds valid Working with Children Check
 - National Police Check
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Terms & Conditions

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This Education Support Category will be commensurate with the role.

This position will undergo a performance review during the tenure period.

Caroline Chisholm Catholic College is a Child Safe School
