Caroline Chisholm Catholic College Position Description – AV Technician

**CLASSIFICATION: Education Support Officer**

**REPORTS TO: Principal via Director of Music/ICT Manager**

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

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| Specifically, duties include:**General** **Duties*** Work in consultation with the Director of Technical Services to oversee and manage the day-to-day organisational tasks of College events requiring AV Support
* Provide AV and administrative support to the Director of Music, and Music Staff including external Instrumental staff as required
* Work in consultation with the Director of School Operations to support events where AV support is required

**Equipment and Resource Management*** Assist in the 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.
* Monitor and facilitate safety compliance
* Maintain technical equipment at College events
* Assist with preparation of materials required for College AV requirements
* Assist cleaning of practical areas on a daily, weekly and yearly basis
* Report and monitor cleaning, maintenance and damaged equipment through appropriate procedures
* Negotiate with the Director of Technical Services regarding requests for technical assistance for College prioritised events
* Develop and maintain an asset register of non-recurrent items

**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

**Special Events and Activity Management*** Assist the Director of Technical Services in the day-to-day AV organisational tasks of College events booked in the Auditorium and College facilities
* Setup, operate, and pack-down events
* In liaison with relevant staff to plan, schedule and manage the delivery of the annual College production.
* Assist with AV for major College events and performances e.g. Afternoon of Excellence, Graduation, Sacred Heart Day Talent Quest in collaboration and consultation with the relevant member of the Leadership Team.

**Music Department Technical and Administrative Support*** Set up and maintenance of practice rooms once a week
* To provide assistance with equipment set up and student coordination for all College Concerts, Mass and Department performances (both during school and evening performances)
* Management of Music Department equipment including purchasing and repairs
* Assist with extra curricular excursions; ie festivals, community performances etc
* Support new instrumental staff induction procedures
* Oversee Instrumental class timetables on Compass as required
* Co-ordinate the instrumental teachers payroll forms
* Administration of the Caroline Chisholm Instrumental Music Program including communication to all students and parents
* Data management of all Music Department registers including purchasing, instruments & servicing, inventory, Instrumental Program, Scholarships
* Liaison to College Accounts department for all Instrumental Program tuition fees, Purchase Requests and invoices
* Coordination of yearly AMEB exams including all AMEB student/parent/teacher communication
* Use the Library Infinity system to manage all instrument loans including follow up of overdue instruments and yearly Encore class instrument allocation
* Department support person to VCAA examiners during examination periods
* Start of year Compass administration, including all entry of all Music Co Curricular classes, rehearsals and events
* Assist the Director of Learning Programmes with Compass student reports
* Monitor instrumental staff Compass schedules to avoid clashes in the timetable
* Other duties as required from the Director of Music

**Additional Tasks*** Assist and demonstrate use of AV equipment to relevant staff and students
* Prepare AV for classroom practical activities
* Maintain stock management including location and labelling using systematic agreed approach

**Team Culture*** Positively contributes to building effective team culture
* Positive assistance to team members and other teams to successfully achieve tasks within time frames
* Organisational decisions implemented and reinforced in a positive way
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| **Key Performance Indicators** |
| * 90% satisfaction surveys for external and internal bookings and technical services
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| These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.**Other duties as directed by the Principal** |
| Selection Criteria |
| * A commitment to Catholic Education
* Appropriate qualifications and/or experience (Specialist Skills and Knowledge)
	+ Minimum training: CUA50420 - Diploma of Live Production and Technical Services **AND/OR** CUA50820 - Diploma of Music (Sound Production)
	+ At least 2 years professional theatre production industry experience.
	+ Strong understanding and knowledge of ETC EOS Consoles and Allen & Heath Audio Mixers
	+ Desirable qualifications: First Aid, Working at Heights, EWP (Yellow Card) Licence.
	+ Working knowledge of rigging,
	+ operation and maintenance of stage lighting.
	+ Working knowledge of set-up, operation and maintenance of audio equipment.
	+ Working knowledge or understanding of rigging and set-up of stage scenery.
	+ Working knowledge or understanding of AV equipment for theatrical purposes, conferences and seminars.
* Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
* Ability to exercise high work ethics
* 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
* 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 |