

# AV & TECHNICAL SERVICES TECHNICIAN



**SACRED  
HEART  
COLLEGE**

<b>YOUR TITLE</b>	AV & Technical Services Technician	<b>WHO YOU REPORT TO</b>	Theatre & Technical Operations Manager
<b>YOUR TEAM</b>	The Arts & Administration Team	<b>WHO REPORTS TO YOU</b>	NA

**Our Core Purpose: Our Core Purpose: As a Catholic School faithful to the Gospel and the tradition of the Sisters of Our Lady of the missions: We develop our students to respond to Jesus by striving for personal excellence, having the courage of their convictions and being active agents of change.**

<b>How do you contribute to the bigger picture?</b>	The role of AV and Technical Services Technician is to support the Theatre and Technical Operations Manager of the RNDM Theatre. This role provides AV and technical expertise to all users of the RNDM Theatre and other events held in and around the College. This role also offers technical support for external hires of the RNDM Theatre.
<b>Our values</b>	To go beyond ourselves with <b>Compassion Courage and Respect</b>
<b>Work requirements</b>	<b>ESSENTIAL</b> <ul style="list-style-type: none"> <li>National Police Clearance</li> <li>Working with Children's Check</li> </ul>
<b>Award</b>	Non - Teachers Award: <a href="http://internet.ceo.wa.edu.au/Employment/Documents/">http://internet.ceo.wa.edu.au/Employment/Documents/</a> Level 4. 40 weeks per year. Working 30 hours per week. Start and finish times negotiable. There will be times when you will be required to work outside your normal work times.
<b>Where and when you will be working</b>	At Sacred Heart College - RNDM Theatre
<b>Key relationships</b>	Theatre and Technical Operations Manager, all College staff, particularly the Arts department, all external hires and casual employees.



## Knowledge, Experience and Skills

### You will be required to demonstrate the following competencies/skills:

- Well-developed Technical expertise in audio, visual and computer related technologies.
- Well-developed use of audio-visual computer software applications.
- Well-developed interpersonal and communication skills and the ability to work cooperatively with others and deal efficiently, professionally and courteously with College staff, students, parents, External Hirers and the general public.
- Well-developed problem-solving skills.
- Well-developed time management skills - ability to manage competing demands and work under pressure. Responds appropriately pressure (there will be peak work demands in this role).
- Well-developed adaptability – can respond appropriately to change.
- Excellent ability to work cooperatively and collaboratively as a member of a team.
- Excellent working knowledge and application of Occupational Safety and Health Legislation.
- Excellent ability to foster and promote positive personal relationships with all stakeholders.
- Excellent ability to be a creative thinker – always striving for improvements.
- Excellent ability to demonstrate initiative, drive and a strong sense of professionalism – self-motivated.
- Willingness to work outside of normal working hours (when required).
- Demonstrates a strong understanding of the Catholic Ethos and models this in all decision making.

## The standards you need to meet/ what you will need to do – key activities

## AV & Technical Services Technician

Your responsibilities as an AV and Technical Services Technician includes:

### Audio Visual

- Provide audio visual and technical expertise to Theatre and Technical Operations Manager during all College Productions including band set up.
- Provide audio visual and technical expertise to Technical Support and Theatre Operations Manager during all College assemblies and masses.
- Professional audio, Professional Lighting, and computer related technologies.
  - Use of audio-visual computer software applications.
  - Use of Digital Audio Workstations systems (Pro-Tools) and
  - Use of Digital Lighting Platform (Vista).
- Collaborate with the Theatre and Technical Operations Manager the design and construction of production sets (and props).
- Ensure the electronic booking system is working in an efficient and effective manner achieving response turnaround times at or better than agreed levels.
- In collaboration with the Theatre and Technical Operations Manager Operations ensure efficient operations of the Recording Studio.
- Provide speak overs at graduation ceremonies.



<b>Occupational Safety and Health – AV and Technical Services Technician</b>	<ul style="list-style-type: none"> <li>In collaboration with the Head of Music ensure the development and production of the College radio station for 2022 and provide ongoing maintenance of College radio.</li> </ul> <p><b>Occupational Safety and Health – AV and Technical Services Technician</b></p> <p>In collaboration with the Theatre and Technical Operations Manager ensure the effective, efficient, and safe operation of the Theatre at all times by:</p> <ul style="list-style-type: none"> <li>Completing testing and tagging of audio-visual equipment in line with OSH procedures (in collaboration College Facilities Department).</li> <li>Safely operating a soldering iron to solder leads when required.</li> <li>Ensure set designs comply with OSH procedures and policies.</li> <li>Maintain and operate the Technical equipment of the Theatre.</li> <li>Ensure the security of the Theatre whilst in use is maintained as per College policies and procedures.</li> </ul> <p><b>Other duties:</b></p> <ul style="list-style-type: none"> <li>Provide support to the Vocational Education Training (VET) Programs.</li> <li>Provide support to students (in collaboration with Theatre and Technical Operations Manager) undertaking the WAAPA Certificate IV, Theatre Production.</li> <li>Take an active involvement in teaching interested students' technical aspects of theatre, particularly in the areas of stage management, audio, lighting, set construction and video recording.</li> <li>The Theatre fixtures, plant and equipment are always visually appealing and meet operational requirements.</li> <li>Other duties as directed by the Theatre and Technical Operations Manager.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree or Equivalent qualification in Technical Theatre and or Audio Visual</li> <li>Equivalent industry experience</li> <li>Senior First Aid Certificate</li> </ul>
<b>Decision making</b>	<ul style="list-style-type: none"> <li>Budget allocations and authority (decision making) will be set by the Technical Support and Theatre Operations Manager.</li> </ul>
<b>What success looks like:</b>	<ul style="list-style-type: none"> <li>Safe environment for students, staff and visitors.</li> <li>Positive feedback from internal college users of the Centre and other associated events around the college.</li> <li>Positive feedback from external hirers of services provided</li> <li>Capital equipment is functional and appropriate for the needs of the College</li> <li>Overall satisfaction of the Theatre and Technical Operations Manager and Director of The Arts of duties performed.</li> </ul>
<b>Your work, health and safety responsibilities</b>	<p>Your responsibilities as an employee include:</p> <ul style="list-style-type: none"> <li>Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, school premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.</li> <li>Ensure understanding and compliance of the College OHS policy.</li> </ul>



	<ul style="list-style-type: none"> <li>• Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.</li> <li>• Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.                     <ul style="list-style-type: none"> <li>• Proper use of any personal protective clothing or equipment supplied to you.</li> <li>• Not misusing or damaging any equipment you use.</li> <li>• Prompt reporting of any hazards or incidents/accidents to your Leader including damaged College property.</li> </ul> </li> </ul>		
<b>Ongoing professional development</b>	Strive for personal excellence: You are required to participate in an annual performance review. This current job description is due for review January 2021.		
<b>Sign off</b>	Leader name:	Steve Martin	Employee name:
	Leader signature:		Employee signature:
	Date:		Date:
	Document last updated:		November 2020

**Organisational structure of role:** Technical Support and Theatre Operations Manager

