

POSITION DESCRIPTION

Position:	Senior AV Technician
Reporting to:	Director of Information & Technology Innovations
Department:	Library
Date:	November 2024

Primary Purpose

The Senior AV Technician is responsible for the delivery of Audio-Visual services at Tintern Grammar. This includes providing technical support, training and set ups required by the staff and students. The Senior AV Technician is expected to display the school's vision, in relation to public relations and customer service, in all dealings with both internal and external clients and all external organisations.

Position in Context

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

Freedom to Act / Autonomy

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

Major Activities

1. AV technical support to a level equivalent to having completed a *Diploma of Live Production & Technical Services* or equivalent experience.
2. Setup and maintenance of classroom and venue infrastructure ie Vivi wireless mirroring and digital signage.
3. Clickview Media management.
4. Production/event set ups and operation. Primarily within school operating hours, however, this role will need to work outside of school hours on nominated occasions.
5. Multimedia post-production support.
6. Planning and coordination of school wide AV upgrades.
7. Administration including the creation of an annual AV budget.

Major Duties and Responsibilities

1. AV Technical Support and Training

- Staff and student support for multimedia in classroom environment
- Work in collaboration with IT, Performing Arts, Music and Facilities
- Delivery and set up of equipment for special events
- Assist staff with creating multimedia presentations and various other audio-visual tasks ie weekly assemblies and various school services
- Support MS Team rooms
- Train staff/students in the operation of new and existing equipment
- Other duties as negotiated with *Director of Information & Technology Innovations*

2. Management of equipment and consumables

- Ongoing maintenance of classroom and venue AV infrastructure and cabling
- Routine servicing and maintenance of equipment
- Maintain adequate stocks of consumables
- Support networking of AV devices on the school LAN
- Arrange repair of equipment as required

3. AV and Production Set Ups and Operation

- Operate lighting console for live performances
- Support set up of live sound for music concerts, bands, choirs, drama productions and guest performers in collaboration with a contracted Theatre Technician
- Operate/control presentations, video imagery, video and audio recording during performances
- Support contracted Theatre Technician with major Performing Arts events, Productions and Concerts (after-hours work when required)
- Audio Visual support for Information evenings
- Organise video recording of school events and activities as requested

4. Administration

- Manage Clickview Library
- Prepare annual Capital and Recurrent AV budget
- Create purchase orders and track AV budget
- Documentation of AV processes and procedures
- Forward plan for major audio-visual purchases over a 5-year period for budgeting purposes
- Maintain level of technical knowledge of the architectural, cabling, and control system requirements of AV technologies

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:

- Cathedral Service
- Celebration Evenings – Secondary, Junior Boys, Junior Girls and ELC
- Open Day
- Other Events as directed by *Director of Information & Technology Innovations*

Contacts

Internal

Director of Information & Technology Innovations

IT

Head of Performing Arts

Head of Music

Contracted Theatre Technician

Teaching Staff

Students

Facilities

External

Audio Visual suppliers

Other AV specialists

Qualifications

Required: AV technical support to a level equivalent to having completed a *Diploma of Live Production & Technical Services* or equivalent experience

Competencies Required

- Advanced computing skills in Adobe Productivity Suite ie Premier Pro & Photoshop
- Knowledge of various video/audio editing software and post-production technologies such as DaVinci (video software), Pro Tools, Adobe Audition (audio software), Ableton
- Project management and deadline fulfilment skills in relation to AV installations
- Strong technical and troubleshooting skills
- Technical understanding of AV and IT systems
- Commitment to excellent customer service
- Strong oral and written communication skills
- Collaborative team member

OH&S

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
- Co-operating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S group or Facilities Manager
- 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.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.

I have read and acknowledge the requirements of this position.

Signed..... Date.....