

# ARDEN



## AV TECHNICIAN (K-12)

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education, which seeks to attract, retain and develop dedicated, highly effective, values-oriented staff to all positions at the School. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and who believe in the unique value of each student in the School. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School and a culture of servant minded leadership is fostered at all levels.

Staff are united in their commitment to improving the quality of teaching and learning, directly and indirectly, and are active partners in their professional learning and performance development. Arden is committed to maintaining a reflective, school-wide evaluation and ongoing development program that nurtures skilled, passionate practitioners who are a part of a collaborative team.

### **General expectations**

As a member of the School's staff you will

- Exhibit conduct in keeping with the School's mission and vision
- Reflect and promote the School's Christian values of Love, Hope, Service, Courage, Compassion and Respect
- Display integrity and sound judgment and be committed to ethical behaviour
- Work constructively and collaboratively with team members and with others
- Take personal responsibility for actions and consequences
- Communicate effectively
- Be self-motivated and use initiative to solve problems
- Maintain confidentiality
- Possess an openness to change
- Adhere to all aspects of the terms of your employment

All staff must be committed to positive and caring relationships because of their importance to successful student learning and the high level of family involvement that exists at Arden across all aspects of school life.

## **Experience & Qualifications**

- Relevant Tertiary Qualification (eg, Diploma of Screen and Media / Diploma of Music (Sound Production)) or equivalent industry experience
- Live Performance (eg, ensembles) / Production (eg, School Musicals) experience (highly regarded)
- Experience in a School environment (highly regarded)
- Licensing – Scissor lift/EWP, white card, working at heights (preferred)

## **Personal Attributes**

- Warm, welcoming and professional manner
- Presents a professional and positive demeanour and is a solution-oriented person
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute to department improvements
- Possesses a strong work ethic with a 'teamwork' mindset
- Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships
- Strong organisation and time management skills
- Excellent interpersonal skills and demonstrated ability to work both autonomously and collaboratively
- Ability to effectively communicate, both verbally and in writing

## **Essential Skills**

- Demonstrated creative and technical operation competence in sound (live performance / production)
- Demonstrated working knowledge of
  - Audio (Yamaha & Behringer Digital Sound Desks, Dante, QSys, mixing live & post recordings)
  - Vision (Roland, Sony Broadcast Cameras, Crestron, OBS, Blackmagic, ProPresenter, Premiere Pro (video editing))
  - Lighting (Onyx, Intelligent Lighting, LED lighting, Lighting plots)
- Demonstrated working knowledge of the Microsoft suite, audio and video editing, multi-media design, CAD drawing tools
- Team player who is keen to work with a wide range of stakeholders (including enrolled students) to achieve the best outcomes for the School
- Commitment to support the ethos of the School with a willingness to make a significant contribution to the life of the School

## **POSITION PROFILE**

The AV Technician is responsible for the day-to-day bookings (including bump-in/out arrangements), maintenance and operation of all school events held at the Colin May Centre (CMC) Beecroft (Junior Campus) and The Arden Creative Arts Centre (TACAC) Epping (Secondary Campus).

The AV technician is pivotal in providing hands-on technical support, installation, configuration and operation of the School's AV systems for all staff to ensure the smooth set-up, running and recording of School activities, events and productions. Your support includes (without limitation) staff meetings, Chapel services, student displays, Assemblies, Alumni events, drama/musical School productions, sound recordings and Presentation Evenings.

As an active member of the ICT team, the AV technician will ensure that all School approved activities and events are of a professional standard and meet the purpose of the event and needs of the audience. The AV technician is required to effectively plan, report and advise on the appropriate use and operation of the School's AV systems.

The ability to effectively communicate with all key stakeholders (including without limitation contractors, subcontractors and third party venue providers) to coordinate events is an essential element of this role.

The AV technician will be an enthusiastic, vibrant and committed team member able to demonstrate excellent interpersonal skills for working with various stakeholders and develop strong collegial relationships with all staff to support and enhance the operational demands of the School.

**KEY RESPONSIBILITIES** include but are not limited to

**Professional Practice**

- Cultivate a safety-positive workplace culture
- Demonstrate a commitment to the Child Safe Standards
- Foster supportive positive professional relationships

**Event/Technical Support**

- Lead and manage AV operations to provide technical support to event organisers for School events
- Ensure the designated venues are 'event ready' at the specified times, with the required resources, equipment and operation
- Act as a technical facilitator for event organisation to ensure each is properly managed and that technical expectations are realistic and available
- Understand and plan the technical and production requirements for each event
- Carry out the preparation, set up and dismantling of lighting, sound, staging and other equipment, as needed
- Liaise with other AV technicians and contractors, as required
- Liaise with appropriate stakeholders to ensure smooth bump-in/out of each event in each venue
- Plan and monitor event schedules within the specified venues
- Effectively operate the sound and lighting control equipment in the designated venues
- Supervise the authorised use of AV equipment and ensure users adhere to professional code of conduct and practice

**Administration/Operational Functions**

- In collaboration with the event organiser, ensure the event runs in accordance with the Event Call, as prepared by the event organiser
- In collaboration with the event organiser, support requests to ensure appropriate allocation of sufficient resource/s and time
- Ensure equipment or technical hire (external) has allocated budget and track expenditure
- Plan and schedule equipment maintenance, repair or purchase to ensure good working condition
- Ensure proper storage of equipment and track any loan/return of equipment
- Liaise with external contractors on delivery, installation, repair or maintenance of equipment
- Maintain general housekeeping of venues to ensure professional presentation of venue, storage and working areas
- Undertake a technical risk assessment for each event and ensure safe working methodology and practices are applied throughout the venues at all times
- Identify WHS and security aspects of event productions and work with the event organisers to ensure compliance
- Evaluate new equipment and make annual recommendation on audio, visual or multi mediate technology for development and/or acquisition
- Develop standards and guidelines for the safe use of audio, visual and multimedia resources

### **Cocurricular involvement**

- Liaise with the co-ordinating teacher to facilitate Tech Club (or equivalent) activities for (without limitation) School events, assemblies and Chapel (as appropriate)
- Induct students on sound and audio equipment
- Provide training to improve student knowledge and skills in AV operations
- Mentor students to develop workplace readiness and encourage continual learning/employment opportunities

### **Communication**

- Liaise with members of Advancement, ICT, Facilities, Finance and Administration, Music, Drama, Visual Arts and other relevant departments to ensure smooth co-ordination of tasks for school events
- Maintain active and effective communication with all event organisers and relevant providers for the provision of technical support for school events
- Demonstrate a positive attitude combined with diligence and resourcefulness
- Report on work in progress at weekly ICT Team Meetings

### **Expectations**

- participate in professional development, both internal and external to ensure your practice is continually growing and developing
- demonstrate your support of and respect for the School's vision, values, goals, policies and procedures in all aspects of performing your role
- contribute to the effective and efficient running of the department
- demonstrate positive and cohesive working relationships with staff (including volunteers) and students

### **Work Health & Safety (WHS)**

All staff are expected to contribute to the effective WHS requirements and operation of the School by, without limitation –

- participating in the development of a safe and healthy workplace
- complying with any instructions given for their own safety and health and that of others
- adhering to safe work procedures
- being familiar with emergency and evacuation procedures including the location and use of emergency equipment (eg, first aid kits, fire blankets)
- reporting any injury, hazard or illness immediately to the Workplace Safety and Compliance Administration Coordinator
- not placing others at risk by any act or omission, or
- not wilfully or recklessly interfering with any safety requirement of the School.

### **Other Duties and Responsibilities (as required)**

- Attend School meetings, as requested, including outside of usual work hours
- Attend professional learning events, as requested, including outside of usual work hours
- Any other duties and activities as required by the School Principal (or as delegated)

The above is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Daily tasks are as

advised by the Line Manager and are not identified in this Position Description. The responsibilities and expectations of this position may be varied, at the Principal's discretion, to ensure the operational needs of the School are being met.

### **Role classification**

Industrial Agreement	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021
Classification/Remuneration	Commensurate with qualifications, skills and experience
Engagement	Full-time (flexible), Permanent. Office hours are 8am – 4pm, although an understanding is required that the role may, from time to time, require greater hours than this.
Dress Code	Professional attire, fitting of an independent School.

Staff are employed at a classification level and assigned to a role rather than appointed to a position. Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

### **Reports**

This role reports directly to the Director of ICT.  
There are no direct reports for this role.

### **Professional Review**

This Position Description is intended as a framework for professional review.