



YOUR TITLE	AV TECHNICIAN	WHO YOU REPORT TO	Theatre Technical Operations
YOUR TEAM	Sacred Heart College	WHO REPORTS TO YOU	NA
<p>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.</p>			
How do you contribute to the bigger picture?	The role of AV Technician is to provide 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.		
Our values	To go beyond ourselves with Compassion Courage and Respect		
Work requirements	ESSENTIAL <ul style="list-style-type: none"> National Police Clearance Working with Children's Check 		
Award	<p>Deed of Employment aligning with Fair Work Australia. Part time, 44 weeks per year. Start and finish times are negotiable and will be based on the conscientious discharge of the duties. Hours will be spread across Monday – Friday for 44 weeks of the year (26.5 hours per week), part time.</p> <p>Some weekend and evening work will be required from time to time. Where additional hours are worked then the employee is entitled to take Time in Lieu.</p> <p><i>Time in Lieu: The parties agree that the employee will take time off instead of being paid for approved overtime that has been worked by the employee. Specifically, the employee agrees to take time off in lieu in exchange for overtime within 3 months of accruing it or any other time as mutually agreed between the parties and confirmed in writing.</i></p> <p>When working on external shows then these hours can be taken as Time in Lieu or paid.</p>		
Where and when you will be working	At Sacred Heart College - RNDM Theatre and other College venues as required.		
Key relationships	Theatre Technician, Events Coordinator and Administrator, The Director of the Arts, College Leadership Team, RNDM Theatre staff.		



Knowledge, Experience and Skills	<p>You will be required to demonstrate the following competencies/skills:</p> <ul style="list-style-type: none"> • 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 to pressure (there will be peak work demands in this role). • Well-developed agility skills – 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, always professional and 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	<p>Your responsibilities as an AV Technician:</p> <p>Technician</p> <ul style="list-style-type: none"> • Provide technical support services for AV, sound and lighting including programming. • Ability to troubleshoot and provide solutions • Ability to provide working knowledge of lighting equipment and sound. • Lighting network setup and distribution. • Moving lighting fixtures – setting, addressing and troubleshooting. • Intelligent lighting fixtures including LED technology, strobes and any other type of lighting. • Conventional and lighting lamp maintenance. • System fault finding. <p>Other duties</p> <ul style="list-style-type: none"> • Assist the Arts department on the design and construction of production sets (and props) when required. • Actively set up/pack down AV equipment across various locations on College campus. • Proficient in working with power tools to build small set pieces and various props for theatre shows. • Proficient soldering (when required), terminate various audio, lighting and network cabling.



	<ul style="list-style-type: none"> • Providing general assistance with major musicals and Events, including supporting rehearsals and running of some shows. • The Theatre fixtures, plant and equipment are always visually appealing and meet operational requirements. • Other duties as directed by the Director of Finance and Corporate Services and or the Director of the Arts. <p>Occupational Safety and Health</p> <p>Ensure the effective, efficient, and safe operation of the Theatre always by:</p> <ul style="list-style-type: none"> • Ensuring testing and tagging of audio-visual equipment in line with OSH procedures (in collaboration College Facilities Department). • Safely operating a soldering iron to solder leads when required. • Ensure set designs comply with OSH procedures and policies. • Maintain and operate the technical equipment of the Theatre. • Ensure the security of the Theatre whilst in use is maintained as per College policies and procedures.
Qualifications	<ul style="list-style-type: none"> • Degree or Equivalent qualification in Technical Theatre and or Audio Visual or • Equivalent industry experience • Senior First Aid Certificate
Decision making	<ul style="list-style-type: none"> • Under guidance and collaboration with the Theatre Technical Operations.
What success looks like:	<ul style="list-style-type: none"> • Safe environment for students, staff and visitors. • Positive feedback from internal college users of the Centre and other associated events around the college. • Positive feedback from external hirers of services provided. • Capital equipment is functional and in good working order for the needs of the College. • Overall satisfaction of the Director of Finance and Corporate Services and The Director of the Arts.
Your work, health and safety responsibilities	<p>Your responsibilities as an employee include:</p> <ul style="list-style-type: none"> • 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 College premises, College premises include places away from a College campus such as a campsite or where school excursions may take place from time to time. • Ensure understanding and compliance of the College OHS policy. • Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment. • Complying with, as far as practicable, all instructions given to you to ensure your own safety and health. <ul style="list-style-type: none"> • Proper use of any personal protective clothing or equipment supplied to you. • Not misusing or damaging any equipment you use. • Prompt reporting of any hazards or incidents/accidents to your Leader including damaged College property.
Ongoing professional development	<p>Strive for personal excellence: You are required to participate in an annual performance review.</p>



Sign off	Leader name:	Steve Martin	Employee name:	
	Leader signature:		Employee signature:	
	Date:		Date:	
	Document last updated:		January 2023	

Organisational structure of role:

