



## ROLE DESCRIPTION

### AUDIO VISUAL THEATRE TECHNICIAN

#### 1. ROLE PURPOSE

The Audio Visual (AV) Theatre Technician works as a member of the Information Technology (IT) Team to provide technical support, installation, configuration, operation and maintenance of audio visual systems and services across the Knox Grammar School Campuses.

As one of the onsite technical professionals, the AV Theatre Technician provides support for the operation of equipment such as microphones, video recorders, motorised fly lines, lighting, and sound consoles.

The role primarily involves supporting, maintaining and operating the school's AV systems in the Junior Academy and Performing Arts Centre (JAPAC). As a member of the AV team, you will be required to undertake the safe operation and maintenance of sound, lighting, rigging, and audio visual related equipment and systems used in stage productions, presentations and other large events.

Effective communication and coordination within the AV team, IT department, other departments, key stakeholders, outside vendors and contractors is an essential part of this position. The role requires a high degree of independence, initiative and ability to be proactive and anticipate the needs of the School.

#### 2. ROLE RESPONSIBILITIES

The Audio Visual Theatre Technician works alongside other members of the AV Team and reports directly to the Audio Visual Manager. As with all School employees, the AV Technician is ultimately responsible to the Headmaster.

#### 3. ROLE ACCOUNTABILITY

##### Technical Operations:

- Undertake the technical duties for performances, functions and events in the Theatre, including – production bump in and bump out, stage set up, rigging and operation of sound equipment, focus and operation of lights and safe operation of the venues technical equipment.
  - Rigging and operation of motorised fly systems in multiple performance spaces.
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- Plotting and show operation of lighting console and audio mixing desks for productions and events in conjunction with other members of the AV team.
  - Monitor the condition of equipment, including sound, lighting, vision and rigging equipment, notify the Audio Visual Manager of the need to repair and/or replace equipment in question and offer recommendations for immediate and long-term equipment upgrades.
  - Assist in the facilitation of training, supervision and co-ordination of student lighting and production crew personnel in the operation of LED lighting and AV equipment across multiple campuses, ensuring all safe operating procedures (SOP), safety codes and school policies are followed at all times.
  - In conjunction with the AV team, maintain other large venue AV systems as required, completing regular testing and maintenance, ensuring full system functionality.
  - Operation and facilitation of live streaming and recording services in conjunction with the AV Team.
  - Undertake tasks as called upon by the Audio Visual Manager in an efficient and timely manner.
  - Provide input and feedback on new technologies, equipment election and software upgrades.
  - Participate in and contribute to team meetings and professional development opportunities.
  - Occasional operation and installation of basic sound and audio visual equipment across campuses.
  - Maintenance of some classroom systems including projectors, displays and IWBs across all campuses.

#### Organisational:

- Maintain a preventative maintenance and inventory program for auxiliary technical systems in the theatre, recording studios and other performance spaces.
  - Responsible for the asset tracking for key pieces of equipment and ensure the asset database is kept up to date for equipment under your control.
  - Monitor and maintain stock items (lamps, gels, tape, gobos, leads) and all stores as needed.
  - Manage and tend to service and event requests received in a timely manner. This includes School Productions, Assemblies, Staff/Parent Meetings and other events within the Theatre and on occasion, across the campus.
  - Provide input to and completion of Safe Work Method Statements (SWMS) and Risk Assessments to mitigate risk around the use and operation of technical equipment on an ongoing basis.
  - Consult with staff and external groups on audio visual requirements for special events and be available to monitor, mix, connect, and adjust AV equipment during these presentations and events.
  - Provide training and guidance to staff as required on the use of all the AV technology resources provided for them, both in the classroom and the larger public/performance spaces.
  - To act as one of the onsite technical professionals, liaising with third party suppliers and vendors with regard to their AV requirements.
  - Provide troubleshooting and technical support to students, staff and external stakeholders on any of the technical systems within the realms of this role. Log support jobs with vendors as required.
  - The role will require flexibility and co-operation with other members of the AV Team to cover the main school hours off 7:30am to 6:00pm, possibly on a rotational basis.
  - In addition, there is a requirement to attend / support events outside of the regular business hours, including weekends.
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### Building, Plant and Equipment:

- Maintain all AV venue equipment and building infrastructure, ensuring it is in good working order and a clean and tidy condition, under the guidance of the Audio Visual Manager.
- Undertake basic maintenance and repair of theatrical equipment as required, ensuring they comply with manufacturer guidelines as to not affect warranty periods.
- Notify the Audio Visual Manager of any potential dangers or incidents involving students, staff or patrons to reduce risk.
- In case of emergency assist fire warden staff as instructed to ensure the safe evacuation of patrons.
- Proactively assess and determine the safety of equipment and effects brought onto the campus and direct the repair or removal in conjunction with the Audio Visual Manager.
- In conjunction with the AV team, assist in the maintenance of the backstage areas of the JAPAC and other larger Public Spaces, ensuring they are clean, tidy and clear of operational obstructions.

### Customer Service:

- Working closely with presenters and external stakeholders to ensure the delivery of a professional and high quality sound, lighting and audio visual service.
- Liaise with all stakeholders graciously and in a professional manner, create a good personal image through a neat, clean, businesslike professional appearance and a positive, cheerful attitude.
- Ensure all correspondence, including emails, are prepared in a concise and professional manner.
- Ensure all Service Desk requests are undertaken in a timely manner and that the customer is aware of progress and any delays accordingly. This includes turning up to events with ample time to undertake setups/testing as required.

### Key Skills & Abilities

- At least 3 years professional experience in Theatre and Large Venue AV support, dealing directly with customers / end users.
  - Proven experience using the ETC Ion lighting Xe console or similar, with quick programming skills, and Yamaha CL5 desks (essential).
  - Extensive professional experience in designing, preparing, documenting and operating advanced sound, audio visual and LED lighting and motorised fixtures.
  - Experience with Crestron control systems and Biamp / Digital Signal Processors is desirable.
  - Qualifications in basic rigging/dogging, Working at Heights, Elevated Work Platform licenses are an advantage.
  - A commitment to a safe working environment at all times.
  - Comprehensive understanding of sound, visual, staging and lighting equipment used in the industry, including a familiarity with all aspects of projection, amplification, recording and lighting, with experience in applying this knowledge in different situations.
  - Operational knowledge and understanding of industry wiring standards, balanced/unbalanced connections, principles of amplification, video and audio recording/transmission (including over network) formats and standards.
  - A technical theatre qualification or evidence of equivalent experience is an advantage.
  - Proficiency with audio and video editing software – Premiere Pro, Pro Tools, Logic etc.
  - Physically fit, capable and willing to be involved in audio visual installations (heavy lifting).
  - Comprehensive knowledge of AV equipment, control systems and some educational technologies.
  - Ability to apply initiative, resolve complex issues and work with minimal supervision.
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- Excellent written and verbal communication and interpersonal skills.
  - Excellent attention to detail, accuracy and quality of work with a continuous improvement mindset.
  - To work as part of a larger team and to be able to take direction.
  - Experience in fault finding, interpreting schematics and digital signal processor routing.
  - Past experience in an educational environment is desirable.
  - Ability to be flexible, exercise sound judgement, discretion and adaptability.
  - Possess time management and organisational skills.
  - Ability to problem solve and stay calm under pressure, key when working within tight schedules.
  - Polite, friendly and helpful manner.
  - Exceptional work ethic.

#### **DESIRABLE CRITERIA**

- Experience working in a school environment.

### **4. WORK HEALTH & SAFETY**

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- reporting any near miss incidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School

### **5. APPRAISAL AND REVIEW CONDITIONS**

As with all members of staff, the AV Technician will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

### **6. TERMS OF EMPLOYMENT & REMUNERATION**

This is a full time position 48 weeks per year with 4 weeks annual leave. Annual leave will generally be taken during non-term time. The ordinary average hours of work (exclusive of meal breaks) shall be 38 although there may be times when hours will fluctuate due to cyclical demands and specific operational requirements. Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017*. Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

***Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation***