



Position Description

Position Title	Events and Venues Technician
Department	Events
Reports to	Events and Venues Manager
Direct Reports	N/A
Purpose and Objectives	Reporting to the Events & Venues Manager, the Events and Venues Technician contributes to a team of technicians and coordinators. This role has overall responsibility for providing design, implementation and delivery of technical elements for approved projects, service plans and events to realise the College's Strategic Intent. It's a hands-on role, at times fast-paced role, requiring professional flexibility and openness to actively support the broader departments events and venues activities. The Events and Venue technician coordinates the production elements of college and external events, coordinates operations, maintenance and technical set of bookable spaces for events. Is a technical generalist the role requires a highly developed working Knowledge and experience in the fields of sound, lighting and audio visual. It is one of two technician roles which work in partnership and parallel at times, to the benefit of shared purpose and client outcomes. The events and venues technician builds genuine relationships within and external to the college community. They are expected to develop a deeper understanding and working knowledge of stakeholder needs as a basis to advise, coordinate and perform the tasks required to deliver agreed outcomes.
Key Accountabilities	Venues technical management This role has a significant degree of autonomous decision making relating to workflow and priorities so to deliver approved projects, events and service plans. • Apply in depth technical expertise to inform quotes (such as kit and equipment, staffing selection and services required) within approved project/event parameters and budgets and implement the agreed project and service plan so to achieve the identified deliverables whilst demonstrating college standards. • Provide quality and consistent customer service to external and internal stakeholders, while providing careful and thorough client communication to build and maintain strong relationships with internal departments and coordinate with them for support when required, applying discretion and judgement regarding how to technically achieve the desired outcomes as per the approved project and event parameters. • Operate and maintain technical systems for Events and Venues bookable spaces, systems and equipment as per manufacturing instructions and SOPs to ensure their use and function is optimised. Maintain strong repour and liaise with internal and external service providers for identified routine maintenance and unplanned repairs. • Responsible for daily upkeep of events and bookable spaces, including access for regular and one-off users, ensured reliable AV system operation, updating and



Position Description

	maintaining clear comprehensive instructions and how to guides for stakeholder use, and identifying opportunities for innovation to ultimately assist stakeholders with their use of the bookable spaces. - Responsible for the maintenance and oversight of the p.dutytech shared inbox including filing, flagging, sharing and responding as required in a timely manner. Event technical design and delivery Use complex technical expertise across the disciplines of Audio, lighting, AV, Staging and logistics and scheduling to enhance and provide hands on delivery of all production elements in consultation with the Event Owner, Event Coordinator, Vendors and other relevant stakeholders. - Assessing technical requirements and coordinating required expert contactors and staff to ensure the successful technical delivery of events. - Perform active show roles as a Duty technician or operation of Livestream, Audio, Lighting, floor sound or stage management. This requires problem solving, negotiating and run the spot decision making as new information or issues arise, while maintaining constant client communication for the strongest and best client experience and outcome. - Design and oversee development of event delivery technical solutions and specify, quote and deploy/deliver as necessary, ensuring services that are safe and quality and fit within budget. - Capturing and produce digital content for distribution to internal and external audiences, including livestream, audio recordings and video recordings across a range of digital platforms.. Coordinates technical productions by developing production schedules and sequencing the technical, logistical and production elements required for successful event delivery, including bump in and bump out activities. Ensures scheduling decisions support the safe, efficient and cost-effective delivery of events, recognising the direct impact of production sequencing on event safety and budgets. - Event wrap up including interpreting of invoices and ensuring the legitimacy and accuracy. Other - Comply with all workplace health and safety requirements of the safe work method statements for internal procedures and contribute to developing new and reviewing existing SWMS in partnership with end users and health and safety advisor. - Other duties as required by the Events and Venues Manager
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. Experience and/or qualifications Sc1: Holds a recognized qualification/ license in Basic Riggers, Daggers, EWP and Working Safely at Heights and demonstrates applied competency. Proven generalist industry experience in technical production or related disciplines (such as stage management, lighting design, sound engineering, livestreaming, AV operations), essential. A relevant



Position Description

	tertiary degree and/or post graduate qualification is preferred but not essential. Knowledge, skills and capabilities SC2: Highly developed knowledge and demonstrated generalist experience in technical production of events including the operation of theatres, live performance venues, sound, lighting, livestream, and vision switching and production software, such as Artifax venue management system. Ability to apply a broad understanding of event planning within the school environment. SC3: Demonstrated capability to perform physical tasks such as climbing stairs and ladders, moving and lifting equipment, working at heights, in accordance with the safe operating procedures. SC4: Proven ability to identify and assess risk as it relates to technical production in our school setting whilst demonstrating duty of care to self, students and community. SC5: Highly developed interpersonal and communication skills to connect, build trust and influence and engage a diverse range of stakeholders with the ability communicate technical specifications simply. SC6: Proven ability to work autonomously, meet short deadlines, think analytically and apply flexibility to solve complex problems. Personal capabilities Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct. Demonstrated commitment to reach their own potential (Plus Ultra-More Beyond) and in manner that aligns with the College's strategic and operational objectives and values. Christian Ethos An understanding of, respect and demonstrable support for the College's Christian ethos.
--	---

Job Details	
Position Status	Maximum Term
Hours of Duty	Full time - 38 hours per week Monday to Friday, ordinary hours from 7 am to 6 pm After hours and weekend shifts are a regular feature of this events-focused role
Classification	Schedule 10 School Officer Level 6
Annual Salary	\$91,570.00 to \$111,510.00 per annum plus Superannuation. Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024.



Position Description

Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068
Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or Queensland Lutheran Schools Single Enterprise Agreement and take the responsibility to maintain currency with these.
Compliance Requirements	Right to work in Australia Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other Relevant Information	The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander



Position Description

	people within the wider communities. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

15 July 2026