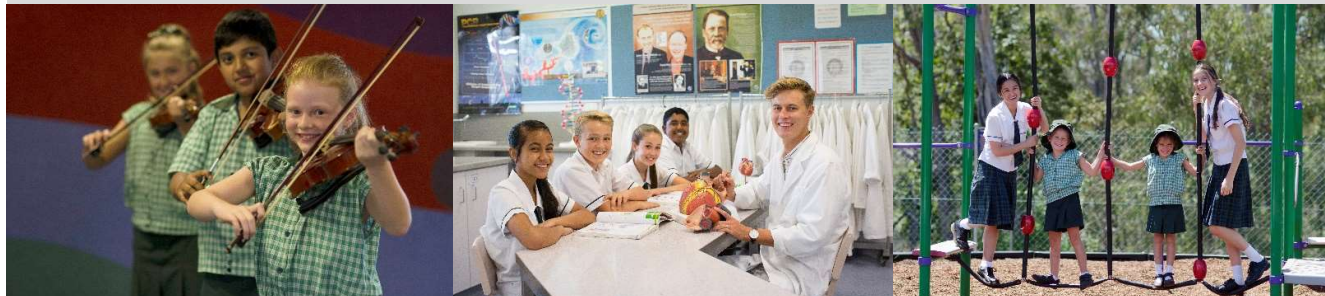


## Creative Industries Teacher Aide

### CASUAL HOURS



### Position Details

#### Purpose of the role

To give excellent customer service to College staff and students through expertise in operating various audio visual and multimedia equipment to support the delivery of Creative Industries subjects (Music, Art, Dance, Drama, Film and Television) as well as College functions and events.

#### About the position

This is a new position within the College to specialise in operation of audio visual equipment installed in the Creative Industries Precinct (CIP) building. The position will be the contact person for all College events using the CIP as well as supporting the maintenance and upkeep of these resources. Please note that **this position may be required to work at a number of evening functions across the year.**

This role sits within the Secondary campus, based in the Creative Industries Precinct, and will work across a number of areas within the team, where duties will include:

- Responsibility for the setup and pack-down of equipment used at events held in the CIP to ensure equipment is properly and safely used and ready for the next user, including;
  - audio equipment (microphones, instruments, speakers)
  - video presentation (projection, computer presentation software)
  - video camera equipment (video camera, communications, video editing software)
  - other event support (audience seating, ticketing, signage, etc)
- Assistance in completing workplace health and safety tasks and audits to keep the CIP building safe for all users

This position will be active within the College facilities and at times will be required to adjust lighting rigs and move staging or other heavy items.

This position will report to the Head of Secondary but take day-to-day direction from the Creative Industries Instructional Dean and liaise closely with the Creative Industries teaching staff.

Hours for this position will be flexible, rostered monthly to work in with College events and schedules. The final hours will be discussed further with the successful applicant but will include some evenings to assist with College productions, music evenings, Open Nights and College meetings or other functions.

#### What we are looking for:

The following skills and attributes are desired for this position:

- Able to work both as part of a team but also independently with a maturity to complete set tasks without constant supervision
- Confidence and a willingness to learn technical elements of the role
- Experience in operating a sound desk, mixing sound inputs to ensure a well-balanced sound for an audience
- Experience in operating a video camera and filming live events
- Excellent interpersonal skills, with experience training others in using audio visual equipment
- Knowledge or familiarity with health and safety requirements in a creative industries environment
- Ability to troubleshoot AV issues to ensure smooth running of all resources
- A level of physical fitness to complete tasks including changing stage lights, assisting with cable installations and/or shifting furniture and setting up chairs
- A real passion and interest in the creative, visual and performing arts and a desire to help young people grow in these areas

Applicants must have a practising Christian faith and be actively involved in a church. For more information, please review the *Statement of Faith* and *Staff Lifestyle Requirements* available on the Application Form for this position, published on the College website. The College reserves the right to perform additional qualification, criminal history or other relevant background checks as necessary to this position and you will be notified of any relevant checks if you are offered a position at the College.

### How to Apply

Please complete the online application on the College website, noting that the following documents will be requested for upload:

- A current **resume** which includes your qualifications, employment history, technical abilities and three current referees (one referee should be a current supervisor and another your Minister/Pastor).
- A **cover letter** providing any further information and how your skills and experiences make you an ideal candidate for this position
- Any **other documents** you may wish to show as part of your application (optional)

Note that you will also be asked to confirm your acknowledgement, understanding and acceptance of the College Lifestyle Requirements and Statement of Faith, both of which are viewable as attachments in the online application.

Applications must be submitted via the College website – ***printed copies cannot be accepted.***

**Contact details:** [recruitment@wcc.qld.edu.au](mailto:recruitment@wcc.qld.edu.au)

**Closing date for applications:** 5pm, 19 September 2019

\* The College reserves the right to fill the position before the closing date and/or withdraw this vacancy prior to making an appointment

### Privacy

In order to progress this application, we request you provide some personal contact details. We will only use these details for purposes relevant to this application, and will not disclose them to third parties without your consent. In submitting this application, you acknowledge and consent to the College using your personal information provided to progress this application.

Please contact the HR and Compliance Manager at the College on 3437 9000 if you have any questions or concerns about the way we handle personal information.

### About Us

Westside Christian College is an interdenominational, Protestant co-educational Kindergarten to Year 12 College with an enrolment of over 1,000 students. The College operates out of two campuses – a Primary campus on Alice St and a Secondary campus on Stuart St, Goodna. We strive to provide affordable, quality education to young people in our area, in line with a Christian ethos and values. Our staff work hard to care to help our students achieve the best they can in the classroom, in their relationships with their peers and in extra-curricular pursuits and activities.

For more information about the College's mission and vision, please visit the school website at: <https://www.wcc.qld.edu.au/our-college/vision-and-mission/>.