



GENAZZANO  
FCJ COLLEGE

## POSITION DESCRIPTION

**Title:** Multimedia and AV/Theatre Technician

**Reports to:** Principal through the Multimedia Coordinator

**Date:** May 2021

Genazzano FCJ College is a high performing Catholic day and boarding school beginning with the Early Learning Centre (co-educational 3 and 4-year-old kindergarten) and girls only education from Preparatory to Year 12.

Reflecting the ideals and values of FCJ education, Genazzano FCJ College aims to promote the spiritual, moral and academic formation of its students. The Vision and Mission Statement describes the Genazzano graduate as a young woman with a passion for life, a love of learning and the courage and confidence to lead and serve others. It also identifies an excellent academic program, a quality religious education program, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

## EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

## POSITION PURPOSE

The Multimedia and Audio-Visual Technician will demonstrate a commitment to the values, mission and vision of Genazzano FCJ College, as well as the skills and knowledge to facilitate their achievement.

The work of the Multimedia and Audio-Visual Technician is supervised by the Multimedia and Audio-Visual Services Coordinator and is a member of the ICT Team.

## POSITION OBJECTIVES

The operation of:

- Still/Video Camera Equipment (including Canon, Sony, Fuji SLR and Mirrorless Systems)
- Camera Gimbal Systems
- DJI Mavic Drone
- Video editing (Final Cut Pro/Adobe Premiere)
- Video Streaming Systems (Blackmagic Atom)
- Photo Editing/Design Software (Photoshop/InDesign)
- ClickView Online
- Live audio PA Systems
- Lighting/Audio Desks
- Data Projectors
- LCD Touchscreen Displays
- iPads
- Other emerging multimedia and audio-visual equipment or resources

- Provide photography of college events
- Create engaging video highlights from college events and activities to be used internally and externally at the college.
- Film and edit college music and drama performances in multi-camera environments.
- Provide information to staff about the accessing and booking of Audio-Visual materials.
- Running of Audio-Visual equipment during large scale assemblies and presentations.
- Set up and assist in the use of equipment including PA gear, projectors and LCD displays
- Supporting classroom, student based and general College activities in the production of various media presentations and technical tasks (including training/education of staff/students)
- meeting technical requirements and supporting events and performances in Genazzano's 450 seat Performing Arts Auditorium and other College event spaces.
- Providing assistance to theatre hirers to ensure technical requirements are achieved.
- Operating audio including using Q-lab audio software, radio microphones and setting up and operating audio for a variety of events, concerts and productions.
- lighting design and operation including using an ETC ION lighting desk.
- Maintain cloud-based storage catalogue of photography and videography using Google Drive
- Assist with day-to-day operations of the Multimedia and Audio-Visual department via helpdesk
- Circulation of audio-visual resource materials.
- Support staff in the use of Interactive CleverTouch boards and other interactive technology.
- Provide staff with one-on-one software support in creating curriculum materials
- Support the projects undertaken by the Multimedia and Audio-Visual Services Coordinator and take responsibility for delegated projects as determined by Multimedia and Audio-Visual Services Coordinator
- Other general duties as required

## **COLLEGE EXPECTATIONS**

- Support the College Mission, Genazzano FCJ Charism and the Catholic ethos
- Attend and occasionally participate in College liturgies and events which at times could be outside school hours and off campus
- Understand and support College policies
- A technical capacity to support the operations of the Department and all Curriculum areas
- Proficient with Microsoft Office Programs and Adobe Suite and the use of both PC and Mac operating systems.
- A commitment to ongoing personal professional development with particular regard to emerging technologies in Multimedia and Audio-Visual equipment in schools.
- Excellent communication skills, both written and verbal.
- A commitment to working as part of a team
- Appropriately adhere to professional attire and presentation
- Conduct oneself in a professional manner when interacting within the College community (i.e. with Staff, Students and Parents)
- Adhere to the College Child Safe Code of Conduct
- Support co-curricular activities where required

## **KEY PERFORMANCE INDICATORS**

- Customer service delivery
- Ensure that the multimedia and audio-visual requirements of College events are professionally delivered within the Genazzano FCJ College requirements
- Ensure that College multimedia and audio-visual technologies support learning, and are easily accessible to students and staff
- Demonstrate understanding of Genazzano technologies and applications
- Completion of multimedia and audio-visual projects as delegated by the Multimedia and Audio Visual Services Coordinator

## **CONDITIONS OF EMPLOYMENT**

- The position is employed under the Victorian Catholic Multi-Employer Agreement 2018.
- This role is a Category C position which provides 7 weeks school holiday leave (1 week of leave during Terms 1, 2 & 3 holiday breaks and 4 weeks at Term 4 break).
- The position is classified as an Education Support Employee Level 3
- An up-to-date Victorian Working with Children Check
- A satisfactory National Police Record Check