



## Position Description

<b>Position:</b>	<b>AV Technician (Audio)</b>
<b>Position Status:</b>	Full-time, ongoing position
<b>Classification:</b>	Level 6, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
<b>Annual Leave:</b>	5 weeks' annual leave to be taken during term-time breaks (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days)
<b>Reports to:</b>	ICT Operations Manager. All positions in the College ultimately report to the Principal

## Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service; and these provide an enduring foundation for dynamic learning.

The College Mission is to deliver an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalised learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



## Position Overview

The AV Technician (Audio) reports to the ICT Operations Manager and will work as part of the team supporting all AV events in the College, with a particular speciality of supporting high-quality audio in live performances.

### Key Responsibilities:

Examples of duties include but are not limited to:

- maintenance and operation of AV equipment and systems across the College
- ensure that systems across the College are operational for assemblies, classes, lectures, house meetings, staff meetings and other staff bookings (including audio, video, lighting, projection and stage management)
- provide technical support for performances, rehearsals and presentations in all College venues
- record lectures, speeches and special events such as plays, concerts, solos and other performances
- as required, liaise with event coordinators to provide appropriate support for performance events
- liaise with members of the AV team to ensure that video and audio and lighting systems integrate effectively
- diagnose causes of problems and failures in AV and audio equipment (e.g. projectors, televisions, video recorders, audio systems, etc.) for the purpose of identifying equipment and systems repair and replacement needs
- conduct or organise repair or replacement of faulty equipment
- provide assistance to staff and students with all classroom AV requirements including audio and video recordings for teaching and learning
- provide professional development sessions to staff and students as required - using a variety of AV and IT equipment, applications and services
- provide audio and lighting advice specific to events using Audio Mixing Decks, lighting control and other AV infrastructure
- provision of public address systems for outdoor events
- maintain awareness of work health and safety issues and procedures, ensuring a safe working environment for staff, students, technicians and performers
- provide AV/IT Help Desk support

### Other Duties

- as directed by the ICT Operations Manager within the scope of the role

### Key Relationships:

- ICT Department (Operational and Development)
- Audio Visual team

### Qualifications / Registrations / Certifications:

- Working with Children Check (Employee), essential
- University degree or industry recognised qualification (AVIXA), highly desirable
- Police Check, essential
- Working at Heights
- Elevated Work Platform (EWP)



### Knowledge, Skills and Experience:

- relevant theatre and AV technical qualifications and experience
- relevant ICT technical experience
- high level knowledge in the operation, maintenance and repair of modern sound equipment.
- high level knowledge and practical skills in audio, lighting and stage setup
- experience with sound mixing and editing
- high level knowledge and practical skills in Information Communication Technology (ICT) including macOS, iOS, Windows 10, G-Suite, Office 365 and Schoolbox desired
- knowledge of video and audio software e.g. Final Cut Pro, Pro-Tools, Clarity/MPC lighting control software
- provide flexibility of working hours with some evening and weekend work required
- thorough understanding of all relevant OHS practices and legislation
- knowledge of AV and theatrical Copyright in educational institutions
- strong written and excellent verbal communication skills
- provide exceptional customer support on the phone and in person
- demonstrated experience and commitment to offering high level customer support to a wide variety of users with different demands
- ability to troubleshoot and provide solutions with systems and equipment
- ability to plan ahead and manage the day-to-day workflow in a calm and considered manner
- commitment to ongoing learning and professional development
- experience in an educational environment desired
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

### Key Attributes:

- self-motivated and self-directed, yet able to work in a team
- able to work under pressure and respond well to the unexpected
- a warm, positive and considerate manner
- commitment to the continual upgrade of personal skills and qualifications
- ability to identify areas in operating systems that require change
- a proven work ethic, willingness and flexibility to support colleagues as required
- demonstrates high levels of confidentiality, discretion, trust, credibility and honesty
- ability to work independently and collaboratively as required
- calm under pressure and ability to cope with frequent interruptions
- meticulous attention to detail and desire for accuracy
- demonstrates a passion and commitment to the vision, mission and values of PLC

### Additional Information Relating to the Position

From 13 May 2024, as a prerequisite of employment, all staff members must acknowledge they have read and understood the contents of the PLC Recruitment Pack and will comply with PLC's Child Safety, Health & Safety, and Policy & Compliance commitments by signing the relevant section in their contract prior to commencing employment.

**Mrs Cheryl Penberthy**  
Principal

September 2024

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.*