



---

<b>Position Title:</b>	Theatre Technician and College Audio-Visual (AV) Coordinator
<b>Dated:</b>	November 2020
<b>Reports To:</b>	Deputy Principal and Director of Technology Innovation
<b>Prepared by:</b>	Head of Human Resources

---

## Position Purpose

We are seeking a suitably qualified technician to manage Performing Arts across the College, providing effective sound and lighting to ensure optimum efficiency and success in the presentation of all productions, performances, practices and some lessons.

The position may also be required to manage other AV requirements throughout the College outside of the classroom.

Each year the College calendar is filled with a spectacular array of concerts, performances, recitals, musicals, dramatic performances and public/community events.

The performing arts have long been an integral and vibrant part of life at St Leonard's College. Our reputation in the community is one of excellence, with our productions acknowledged with state and national awards and many of our Old Collegians pursuing successful careers in the entertainment, music and theatre industries.

Each year, a total of 5 theatre and musical theatre productions are staged by the College's own Hart Theatre Company. Students from years 5 to 12 have the opportunity to perform in musicals and plays and are able to be involved in the behind-the-scenes aspects of production.

In addition, a wide variety of bands, orchestras and choral groups are open to all students. Other more diverse music ensembles include Big Band, Chamber Music Groups, and the Pop Orchestra. The College also provides more advanced ensembles including auditioned string quartets and choirs at both Middle and Senior School.

This position will be responsible for the coordination of all technical aspects associated with the usage and maintenance, especially the Leonardian Centre, but also other facilities including the Thelma Woolhouse Theatre, Marjory Menzies Hall and outdoor spaces when used for College events and external users. In addition, the successful applicant will ensure all technical requests made by College staff are met to support the teaching and learning within the College.

This includes the oversight and management of all staff who will use any technical element of the Leonardian Centre. In addition, the Theatre Technician and College AV Coordinator will coordinate and support the safe and appropriate usage of technical facilities within the Leonardian Centre by outside groups.

## Position Status

Due to the nature of the role the successful candidate will be required to work flexible hours to suit theatre production and event times, many which will be in the evenings.

This role may be offered as a permanent full-time position with hours averaged over a period of 12 months.

## Working Relationships

Reporting to the Deputy Principal and the Director of Technology Innovation, the Theatre Technician and College AV Coordinator will work closely with the Director of Ccurrriculum, Head of Theatre Productions, The Director of Music - Performance, Director of Music - Education, Head of Learning – Drama, AV Technician and other staff members involved in any form of productions.

## Duties and Essential Job Functions

Specific events for which the Theatre Technician and College AV Coordinator will be technically responsible include, but are not limited to:

- School theatre productions
- Music events and concerts
- School gatherings including assemblies, parent events, speech nights

The role consists of, but not limited to, the following tasks;

- Management, setup, operation and maintenance of all sound and AV equipment and services for events and presentations across various venues across the College
- Ensuring OH&S procedures are adhered to for all performances, events and activities relating to all technical and mechanical aspects of performances
- Specific to the Leonardian Centre
  - Management, operation and maintenance of all lighting elements, vision and live streaming elements and mechanical rigging
  - In conjunction with the Facilities Manager
    - set the main stage in its various states (theatre / music / assembly etc)
    - use the orchestra lift
  - Liaising with staff and students to best utilise the technical aspects of the Leonardian Centre to enhance teaching and learning (both curricular and cocurricular) within the College
  - Conduct or facilitate the delivery of 'venue safety inductions' to College staff and students as well as external users
- Theatrical lighting design, with experience and familiarity in theatrical special effects technologies (fog effects, side lighting to enhance and distort shape etc) and rigging capability
- Deliver technical instruction to College staff as required
- Operate sound & AV equipment, including presenter equipment in all venues, incorporating board operation, general and theatrical lights, to create and reproduce lighting effects for setups performances and events
- Ensuring the venues equipment and materials are kept in a neat, clean and tidy condition, with all lighting, sound & AV equipment not in use being stored in a safe and appropriate manner
- Excellent interpersonal skills when dealing with the team, presenters and hirers whilst ensuring the highest level of service and presentation is always maintained
- Actively contributing to the success of the performing arts team and the wider organisation by seeking better ways of working by embracing innovation
- Assist College staff with use of resources, equipment and materials as required
- Instruct students on the use of sound and vision equipment under supervision
- Maintain an inventory of stock/equipment; providing reports on faulty equipment to ensure hazards are eliminated, and replacement and repairs are carried out effectively
- Providing input in to Safe Working Method Statements and Risk Assessments to mitigate risk around the use and operation of technical equipment and show specific processes
- Providing input and feedback on new technologies, equipment and software upgrades

## Qualifications and Skills

Proven experience in venue technical usage and/or management

The person will be expected to:

- Have a thorough knowledge of venue lighting, audio and live streaming
- Have the ability to work collaboratively as part of a larger team especially within tight plotting timelines
- Manage time and resources effectively, in a controlled manner
- Complete all tasks to a high standard
- Communicate effectively

## General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

Remuneration for any position at St Leonard's College is in accordance with the *St Leonard's College Agreement 2020*.

It is a condition of employment that all staff provide an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health Safety and Wellbeing
  - will not tolerate harassment of any kind
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
  - Accountability – we do our work with honesty, integrity and enthusiasm
  - Performance – we perform to the best of our ability
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

## Child Safe Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.