



LOYOLA COLLEGE

Position Description

AV Theatre Technician

Role Scope

The AV Theatre Technician reports to the Director of College and Community Engagement. The primary role is to ensure the smooth design and running of audio and lighting systems for college events and the production of audio-visual media.

The role liaises with many areas within the College including College and Community Engagement, Performing Arts, Music, and ICT.

Specific Duties:

Set Up, Operation and Support:

- Install, configure, and test audio, video, and lighting equipment for events held at MPAC Inigo Theatre, Theatrette, and LCH, including College assemblies, Information Evenings, Music Productions, and off-campus events (e.g. Swimming & Athletics Carnivals).
- Operate AV equipment, such as microphones, projectors, speakers, video displays, soundboards, and lighting consoles, during live events or presentations.
- Ensure all equipment functions properly before the event and manage real-time adjustments as needed.
- Organise bump in and bump out for events and ensure the systems are operational within designated time frames.
- Support the MPAC venue hiring audio-visual and lighting technical requirements (when necessary).

Equipment, Materials Management and Maintenance:

- Provide informed recommendations for the purchasing of audio-visual and lighting equipment and materials.
- Maintain an up-to-date inventory and suggest upgrades as needed.
- Perform regular maintenance, including cleaning, calibration, and minor repairs of AV equipment.
- Coordinate repairs with third-party vendors as necessary.
- Arrange equipment storage and organisation for easy access and efficient setup.

Recording Studio Management:

- Operate and maintain the College Recording Studio for optimal performance.
- Record and edit audio-visual materials such as official podcasts, promotional videos, Examen, and other recordings as required.

Media Support:

- Provide photographic services for new staff and student identification cards.
- In consultation with the Director of College and Community Engagement, provide support to capture and edit photos and videos of college events.

General Duties:

- Collaborate with the ICT Helpdesk and other departments to support College AV needs.
- Perform additional tasks as requested by the Principal and Director of College Communication & Events.

Selection Criteria:

- Completion of Audio Engineering Degree (or equivalent) or relevant experience.
- Experience with operating sound and lighting systems for events.
- Experience with operating a sound recording studio.
- Ability to work in dramatic and music performance contexts.
- Proficient in Avid Pro-Tools and Adobe Premiere-Pro.
- Experience using Crestron and QSYS digital control systems.
- Able to work with students in developing their skills and work practices in operating designing audio and lighting systems.
- Demonstrated ability to work flexibly as a member of a team, and to carry out each of the duties listed with a minimum supervision, including quality customer service.
- Able to work to deadlines.
- A commitment to working collaboratively with both staff and students with a view to developing interest and experience in the use of current and emerging AV technologies.
- Demonstrated enthusiasm for the development and improvement of student learning outcomes.

Hours of Duty:

The role will be performed during normal work hours and will require overtime to support activities outside normal work hours. The normal working hours are as follows:

- Monday to Friday: 8.00am to 5.00pm (TBC) with an unpaid lunch break of 45 minutes
- Where the provision of AV services is required for calendared events after hours, this time may attract overtime or be compensated via time in lieu, as pre-approved by the Business Manager.

Salary, conditions and benefits:

- The conditions of the Victorian Catholic Education Multi Enterprise Agreement 2022 apply to this position.
- The salary will be decided based on experience and qualifications. Superannuation and Leave Loading will be paid as per current Government legislation.
- The position is a Category C role. The position is for a full-time Education Support ES Level 3.
- Discount of approx. 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College and is granted at the discretion of the Principal.
- Salary sacrifice options (such as Superannuation) as approved by the Principal.

Child Safety

Be familiar and comply with the College's commitment to Child Safety, Child Safety and Wellbeing Policy, and Child Safety Code of Conduct Policy and any other policies or procedures relating to child safety.

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