Position Description

Position: Design Technology and AV Technician

Position Allocation: 0.8FTE (4 days per week)
Reports to: Business Manager
Date Commencing 2017
Primary Focus: The position of Design Technology/AV Technician is responsible for support and maintenance of the Design Technology, theatre, sound and video facilities at Cornish College.

Background
Cornish College opened in 2012 as the Uniting Church’s newest coeducational school. Located on 42 hectares of parkland in Bangholme next to the National Water Sports Centre and adjacent to the suburbs of Patterson Lakes and Chelsea, the College offers programs from ELC to Year 12. Enrolments are growing at Cornish College with 700 students from ELC to Year 12. The ELC program which is based upon the Reggio Emilia approach and the International Baccalaureate Primary Years Programme runs from ELC to Year 6. This approach to teaching and learning is embraced in a multidisciplinary, concept driven inquiry-based program in the secondary sections of the College.

The College is committed to the safety and wellbeing of all children and all staff are expected to observe the College Code of Conduct.

We take an holistic approach to the educational program which centres around a unique model of teaching and learning based upon the notion of educating for a sustainable future. With a strong emphasis on respecting the multiple intelligences, the College strives to see all young people thriving in the areas in which they have a special aptitude. In line with this thinking the College offers vibrant programs across the curriculum including Visual and Performing Arts, Sport and student leadership.

The Position
This 0.8 FTE position is on a contract basis with the possibility of ongoing employment. This person will work closely with members of the Design Technology and IT departments.

As a member of the College staff the Technician is committed to the aims and philosophy of the College and reports to the Deputy Principal.

The responsibilities of this position include, but are not limited, to the following:

The Position

1. Technical operation and support for Audio and Video
   - Specialist Audio, Visual and lighting support for music and drama performances
   - Provide technical support as required for staff and students in the day-to-day use of the audio-visual facilities, ensuring excellent customer service and efficient systems.
   - Create, interpret and implement lighting, sound and audio visual components for school productions and external events.
   - Provide technical oversight for performances and events at the theatre spaces including the supervision of any external AV operators on evening and weekend duties.
   - Collaborate with teaching and maintenance staff to devise and implement set ups for productions
   - Apply knowledge and experience to ensure sets and staging are safe and processes are operationally efficient.
   - Facilitate training for students in theatre technical skills and promote the value of the role as a viable career pathway
   - Supervise students who are learning to support the AV requirements for our productions and musical performances.

2. Maintenance of audio visual and performance facilities
   - Provide first-line maintenance support for all audio visual, lighting and theatre equipment.
   - Undertake a routine maintenance, testing and upgrade schedule of all audio visual, lighting and theatre equipment.
   - Monitor and maintain stock items, order and obtain supplies as required
• Maintain an inventory of all equipment and materials held and used.
• Maintain awareness of developments in Theatre and Audio Visual technology and undertake training as deemed necessary.
• Ensure all Work Health and Safety requirements are met for daily use of the performance spaces.
• Compile and maintain all necessary Risk Assessments for rooms, venues, activities, events and productions.
• Always maintain a clean and tidy work space.
• Ensure event bookings are accurate and up-to-date on all systems.
• Ensure and manage processes, procedures and protocols that lead to the smooth effective and consistent operation of the relevant venues.
• Maintain and monitor onstage and backstage areas to ensure clean, safe and effective work and performance areas, including classrooms and work spaces.

3. Design Technology support

Primary purpose of the position

The Technology (Design) Assistant is primarily responsible for providing technical and administrative support to the Design and Technology area of study. This includes the preparation of tools, equipment and materials for lessons and displays.

The Technology (Design) Assistant is responsible for working in partnership with the Design and Technology teaching staff in providing effective learning outcomes for students of Design and Technology at Cornish College.

The incumbent must have excellent organisational skills, demonstrate high communication skills and enjoy the challenge of working as part of a team assisting in the activities of the Design and Technology area of study.

Key Responsibilities

• Preparation of equipment and materials for Design and Technology classes, Co-Curricular activities, Technology Shows and assemblies.
• Assist teacher with general classroom duties, especially during the set-up and clean-up phase of the lesson.
• Employ safe work practices in the Design and Technology workshop by applying Occupational Health and Safety legislation.
• Employ safe storage of Design and Technology equipment and materials in accordance with regulations.
• Maintain resources in the Design and Technology workshop and machine room, including stock-take and audit of materials and equipment.
• Ordering of all materials/equipment and keep records of accounts and budgets.
• Liaise with teaching staff on their needs for practical work, and maintain an efficient system for use and allocation of materials and equipment, setting a priority system where necessary.
• Provide administrative support to members of the Design and Technology area of study as reasonably requested.

The person

The successful candidate will also ideally demonstrate the following attributes:

• knowledgeable of appropriate safety standards and risk management
• proactive in their work ethic
• a dynamic team member
• initiative and exceptional organisational skills
• proactive and enthusiastic
• will be enthusiastic and enjoy working with students and teachers in a school setting
• confident and competent in using computers.
• attention to detail
• excellent communication skills
• sound computer skills and the ability adapt to the changing technologies of the college
• able to work as part of a team or independently
• able to handle multiple tasks
• meet and understand deadlines in a busy work environment
• possess a high degree of confidentiality and discretion
• able to work to set priorities.
Qualifications and Experience

- Experience working in a similar environment
- Current Working with Children’s Check for Employment purposes
- Current Police Check
- Relevant industry certification
- Experience and familiarity with the techniques and processes of:
  - Maintaining workshop tools and machinery
  - Cutting and preparing timber and other materials
  - Ordering materials and equipment
  - Digital camera use.
- Knowledge of sound, lighting and video technology for live productions.
- Certificate III in Live Production and Technical Services will be highly regarded

All applicants to the College should note:

- Cornish College staff are expected to be involved in the College’s cocurricular program depending upon their particular skills and interests. With all these tasks it is the expectation of the College that staff will work collaboratively to share responsibilities as evenly as possible.
- All staff are expected to observe the College Code of Conduct and must be able to demonstrate an understanding of appropriate behaviours when engaging with children.
- The College is committed to an active partnership with parents and parent expertise is used to enhance the educational program wherever possible.
- All staff are expected to attend staff meetings as arranged.
- There is also an expectation that all members of staff will attend the major school functions of the year.
- All staff are expected to be supportive of the Christian ethos of the College as would be expected of a Uniting Church School.

Applications

Applications should include:

- a brief cover letter
- a current resume, including the name and contact numbers of three professional referees, two of whom must be able to comment on the applicants professional work (or training) during the last five years
- supporting documents that address the above criteria

_Emailed applications need to be submitted as one combined PDF file._

The successful applicant will be required to produce original copies (from which a photocopy will be made) of Working with Children’s Check and transcripts of qualifications claimed and obtain a Victoria Police Check.

Applications should be submitted by 5.00pm, Monday 27 February 2017.

Mrs Willeka Cox
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Cornish College
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