



DUTY STATEMENT

Audio Visual Technician & Content Creator (K-12)

Date: April 2022
Time: Part-time, negotiable
Status: Ongoing
Department: Administration

POSITION CONTEXT:

Mercy College is a Catholic, coeducational school established by the Sisters of Mercy in 1972, with over 1600 students from Kindergarten to Year 12. The College is a Christ centred, child focussed faith and learning community, that celebrates a culturally diverse population guided by the Mercy values of Justice, Compassion, Service, Excellence and Dignity.

As a member of the School staff the Audio Visual Technician is committed to the Vision and Mission of the College and reports directly to the Business Manager via the Marketing and Events Officer.

The Audio Visual Technician will work with the ICT Team to keep the College Leadership appropriately informed about matters within the roles and responsibilities of the position.

The Audio Visual Technician under the direction of the Marketing and Events Officer is primarily responsible for the provision of audio visual support to staff and students. The Audio Visual Technician attends to the smooth operation of the equipment located in the School's facilities (PA Hall, Community Hall, Gymnasium etc.).

LINE MANAGEMENT:

- Working under the direction of the Business Manager via the Marketing and Events Officer.
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DUTIES AND RESPONSIBILITIES:

The AV Technician will assist with:

- Maintenance and operation of audio visual, electrical and lighting equipment in the Performing Arts Hall, Gym, Community Hall and other school venues
- Organising servicing and repairs of parts and equipment.
- Maintaining a full inventory of all audio visual equipment.
- Technical support (including setup and pack up) for various College Events, including (but not limited to):
 - The College ACM
 - The College Presentation Evening
 - School productions including musicals
 - Arts showcases including Music, Media, Visual Arts and Dance
 - Music Soirees
 - In school performances including lunchtime concerts
 - Mercy Day
- The provision of technical support and public address equipment for School events including (but not limited to)
 - Primary and high school assemblies
 - Mass
 - Retreat
 - Pastoral and worship days including Ash Wednesday and Harmony Day
 - Sports Carnivals such as athletics and swimming
 - Professional Development Days
 - Meetings including staff meetings
 - Guest speakers
- Such other duties as may be required from time to time under the direction of the Business Manager via the Marketing and Events Officer and/or the Principal.
- The School reserves the right to alter roles and responsibilities to suit the leadership and management requirements at that point in time.

The Content Creator will:

- Support the Marketing and Events Officer to capture and edit video footage and still photography;
- Write, review, edit, and update content for the College website, social media, marketing materials, and similar platforms;
- Assisting the Marketing and Events Officer with the design of promotional materials;
- Use social media to engage staff, students and their families;
- Collaborate with all areas of College life to celebrate student agency, learning and success;
- Support the organisation associated with live streamed and recorded events.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- The successful applicant will be a well organised, self-starter who is committed to the highest level of service;
- This position requires technical and computer skills and an operational knowledge of all audio visual equipment including digital equipment, data projectors, lighting and sound equipment including a lighting desk, microphones, and related software;
- The incumbent must have excellent organisational skills, communication skills on all levels and a genuine interest in education;
- A willingness to work cooperatively with other staff and students is essential;
- Deal with all staff, students and family members in such a manner as to support the Catholic Education Office / Mercy College Code of Conduct;
- Commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework;
- Comply with the Public Health Order regarding mandatory covid vaccination requirements.

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014 (EBA);
- Salary Schedule - Administration and Technical Officers: Level 3.1 – 3.6;
- Days and Hours of work to be confirmed;
- Working 40 weeks (term time only).