

POSITION DESCRIPTION

THE FARRALL CENTRE COORDINATOR & AUDIO VISUAL
TECHNICIAN

THE FRIENDS' SCHOOL



POSITION HOLDER:	Vacant
SECTION:	Administration
POSITION REPORTS TO:	Facilities & Services Manager
REPORTS TO POSITION:	Casual Technical Staff
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2021 - General Staff Classification Level 7
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Permanent, full-time
HOURS PER WEEK:	38 hours per week

PURPOSE

This position involves supporting staff and students in the use of audio, vision, lighting and related computer systems, as well as facility set-ups for both school and external client productions and events. A considerable component of the role is liaison with external hirers of the 678 seat The Farrall Centre, including coordination of bookings and production requirements.

PRIMARY DUTIES

- To ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Liaising with staff and external hirers of The Farrall Centre to ascertain Audio Visual, seating and other facility and production requirements.
- Attendance at out of hours' events as the Audio Visual Technician.
- Co-ordinating bookings of The Farrall Centre in conjunction with the Community Engagement Office.
- Documenting procedures for the daily running of the facility, production equipment and requirements for each booking.
- Setting up, operating and adjusting all facility and production equipment. Room set up and adjustments such as seating arrangements, assisted by the maintenance team when required.
- Training staff, interested students and external users of The Farrall Centre in the basic operation, setting up, adjustment and appropriate use of facility and production equipment.

- Managing The Farrall Centre including liaison with contractors and general care of the facility, in conjunction with the Facilities & Services Manager.
- Managing the consumable budget for the Centre and liaison regarding future venue improvements.
- Assisting with the Audio Visual set up for events in a variety of locations, such as Hodgkin Hall, Frank Wells Hall, the Rowing Sheds and outdoor venues.
- Liaising with Information Services Team regarding Audio Visual projects, events, and maintenance across the School.
- Acting as fire warden for The Farrall Centre.
- May independently supervise a student or groups of students.
- Liaison and supervision of external maintenance contractors servicing equipment within the facility.
- Perform other related duties relevant to the level and skills of the role as required.

KEY RELATIONSHIPS

- Heads of Schools
- Heads of Faculties
- Risk & Compliance Manager
- Executive Assistant to Director of Business Affairs
- Personal Assistant to the Principal

DELEGATIONS

- Authorising budgeted capital purchase orders and invoices for payment up to \$2000.00. Limited to area of responsibility.
- Authorising budgeted operational purchase orders and invoices for payment up to \$2000.00. Limited to area of responsibility.

SELECTION CRITERIA

1. Understanding of the 10 National Child Safe Standards, which strive to protect children and young people from abuse and neglect.
2. Certificate III or IV in Live Production, Theatre and Events (Technical Operations) or other relevant qualifications and experience.
3. Demonstrated sound working knowledge and experience and expertise with the operation of audio mixing and intelligent lighting consoles, Apple Macintosh computers and proficiency with AV software such as Final Cut Studio, Logic Pro, as well as Microsoft PowerPoint and Apple Keynote and desirable experience with Adobe CS.
4. Demonstrated level of organisational and time management skills with a flexible approach to work demands. The ability to establish priorities to meet conflicting deadlines and the agility to multi-task and reprioritise to ensure deadlines are achieved with timeliness, efficiency, and accuracy.
5. Highly developed verbal and written communication skills in dealing with students, staff, parents, and external users of The Farrall Centre, with the ability to develop effective relationships at all levels. To engage confidently and clearly on a myriad of diverse issues.
6. Ability to work autonomously to achieve agreed outcomes.
7. Highly motivated, well organised, and flexible in approach to work.
8. Able to work flexible hours and at the times required to meet the needs of School.
9. Ability to work safely in a school environment and be fit to undertake the inherent requirements of the position.
10. Strong support for the Purpose and Concerns and the ethos of The Friends' School.
11. A current manual driver's license is desirable.
12. Must hold a current Tasmanian Working with Vulnerable People card (employment), be fully vaccinated for COVID-19 and have a National Police Check (less than 6 months old).

C O N F I D E N T I A L I T Y

A School environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

- You are expected to:
- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name:

Date:

Signature: