



ROLE DESCRIPTION

1.0 POSITION TITLE: AUDIO VISUAL CO-ORDINATOR

1.1. Classification – Level 5/6 School Officers Award

1.2. Hours – Full Time (Flexible Hours)

2.0 PURPOSE / SCOPE OF POSITION – KEY RESULT AREAS

The purpose of the role Audio Visual Co-ordinator is primarily to support the planning and presentation of key College events onsite through the coordination, management, delivery and provision of audio & visual requirements across the College and the mentoring and supervision of the Student AV Tech Crew. This role also provides support to the Creative Arts and Music departments in the successful delivery of AV requirements across all areas of the College.

2.1 Collaborative Practices & Partnerships

The role holder works collaboratively and in partnership with others, both within and without the College, in the execution and completion of duties and responsibilities

2.2 Effectiveness & Efficiency

The role holder completes assigned tasks and duties effectively and efficiently in appropriate and timely manner

2.3 Commitment & Confidentiality

The role holder demonstrates commitment to the philosophy, ethos and aims of the College, giving due recognition to aspects of confidentiality relevant to the role and duties undertaken.

2.4 Spiritual Life of the College

The role holder participates in College liturgies and is a witness to the Catholic values of the College.

3.0 STATEMENT OF RESPONSIBILITY

The position of Audio Visual Co-ordinator is responsible for the management, supervision and delivery of AV requirements in the event facilities around the College. The role involves interaction and liaison with staff, parents and students. The role will on occasion involve after-hours and weekend work requiring some flexibility and negotiated working hours.

A Duty Statement is developed and negotiated annually, in collaboration and partnership with the Deputy Principal. The duty statement makes clear the day-to-day expectations of the role, taking into consideration needs of each term of the school year, time allocation for the position and the key result areas.



4.0 EXAMPLES OF ACTIVITIES UNDERTAKEN AND/OR DUTIES COMPLETED

Depending upon the needs of the College each term, the position may require the role holder to undertake the following activities including but not limited to:

a) **Event Support**

- Responsible for all enquiries for facility use (incl. Augustine Centre, Goold Hall)
- Management of booking schedules, calendar and equipment requirements for events held in each venue
- Operation of sound and lighting equipment
- Liaise with College personnel and hired tech support for events staged in both College and external venues
- Co-ordinate the preparation requirements of audio and visual presentations for College assemblies
- Responsible for technical and AV set up, pack up and alarming of premises at conclusion of some events (*including after hours*)

b) **AV Facilities Operations**

- Identify, schedule and supervise repairs and maintenance of audio visual and lighting equipment in Augustine Centre, Goold Hall and Villanova Park
- Liaise with external hardware support technicians where escalated expert assistance may be required
- Preparation of a yearly Events/AV budget in consultation with the Deputy Principal
- Research new and innovative ways to deliver the highest of quality productions
- Develop proposals and timelines for replacement or addition of capital equipment as an ongoing improvements program

c) **Student Supervision & Mentoring**

- Co-ordinate the training and mentoring of the College Student AV Tech Crew
- Facilitation and support of industry certification for students, where applicable e.g. Cert III
- Scheduling and supervision of rosters for the Student AV Tech Crew

d) **Classroom and Curriculum Support**

- Assist the Curriculum Office in the uploading of files to the QCAA portal
- Assist students in Creative Arts classes with the filming and editing of their video projects
- Conduct student workshops to develop audio-visual skills



5.0 ESSENTIAL SKILLS

- An extensive knowledge of the Adobe Premier Pro Suite (photoshop, video editing and soundtrack mixing)
- High level of computer proficiency
- Excellent interpersonal skills in dealing with both students and staff members.
- Strong work-ethic
- Highly motivated and passionate about production and special events
- Able to set up simple lighting for green screen filming and theatre lighting, sound etc.

6.0 AUTHORITY LIMITS

The position carries no inherent delegated authority regarding expenditure of funds or supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised.

At all times, the School Officer (Audio Visual Co-ordinator) acts in accord with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

7.0 REPORTING AND OTHER RELATIONSHIPS

The School Officer (Audio Visual Co-ordinator) reports in the first instance to the Deputy Principal. Other significant relationships exist with the Principal, College Leadership Team Members, Marketing and Communications Manager, Director of Music, Business Manager, College Administrator, Facilities Manager, Director of Sport and other teaching staff and school officers.