

## POSITION DESCRIPTION

### Audio Visual and Digital Technologies Innovator

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<b>POSITION</b>	Audio Visual and Digital Technologies Innovator
<b>RESPONSIBLE TO</b>	Head of Albertus Magnus Learning Centre
<b>CLASSIFICATION</b>	Education Support Employee - Category A
<b>EMPLOYMENT TERMS</b>	<ul style="list-style-type: none"> <li>• Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018)</li> <li>• Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience</li> </ul>
<b>PREPARED BY</b>	IT Manager Director of Business Services Head of Albertus Magnus Learning Centre DP Learning and Teaching Human Resources Manager
<b>ISSUE: 05</b>	<b>DATE:</b> February 2022

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

The Audio Visual (AV) and Digital Technologies Innovator reports to the Head of Albertus Magnus Learning Centre and works to support the teaching staff, students and the community by ensuring efficient delivery of AV and digital technology support and resources.

#### 1. Responsibilities

- a. Provide audiovisual setup and support for venues and school functions (internal and external). This includes live audio and video production, sound and lighting, multimedia presentation management, and the connection of various source devices to the school's presentation and audio-visual control systems. Source external equipment where required and monitor the operation of equipment during these events. This may require a commitment to work outside of regular hours
- b. Ensure all equipment and set up is compliant with OH&S requirements.
- c. In consultation with the College Development Office, the creation of all College video requirements, requiring video production, the operation of professional video recording equipment and video editing software

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- d. In consultation with the College Development Office, the creation of all College photography requirements for school events, promotional material, ID cards. This includes the advanced operation of DSLR cameras and photo editing software
- e. Creation of all audio recording and editing services, requiring the operation of professional audio recording and editing software
- f. Assist staff and students in the handling of digital audio and video content including digital video conversion, editing, file management, and uploading content to the school's media distribution service
- g. Research, develop, and implement new audiovisual technologies to promote effective learning outcomes
- h. Manage, maintain and provide technical support and guidance for:
  - Classroom audiovisual technologies, such as projectors, PA systems, lighting systems and AV control systems
  - AV equipment i.e., digital cameras, digital video cameras, multimedia projectors, TV's, cables, adapters and batteries etc
  - digital audio and video content for cataloguing and archiving and working with various video codecs (format types & programs) to suit output specifications
  - the College Podcast Studio. Manage the hosting, editing and in consultation with the Communications Office, uploading of podcasts for online distribution
  - the College Performing Arts events, internal and external, including overseeing the hiring and operation of all audio visual requirements (including set up and pack down).
  - In collaboration with the Development Office, the College video conferencing and webinars
  - the facilitation of custom and embedded software development
- i. Prepare system instruction manuals and other documentation
- j. Work as part of teams as required
- k. Undertake other duties as deemed appropriate by the Principal and Director of Business Services

#### 2. Administration

- a. Prepare reports and quotes relating to specific areas of audiovisual installations, as requested. This includes past and future equipment purchases, disposals, and asset management. Compose highlights packages for key College events.
  - b. Make recommendations for improvements to current systems and practices including classroom/venue AV Technologies and consumer equipment (video cameras, audio recorders, document cameras)
  - c. In collaboration with the Head of Science and STEAM Teachers, procure and prepare STEAM related digital technologies to support curriculum development
  - d. Facilitate weekly 'Tech Club' for student involvement in technical operations
  - e. Manage the College ClickView digital media library and provide platform training and assistance to staff and students as required
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- f. Effective management of capital and concurrent budgets and invoicing to facilitate equipment purchasing and AV control system upgrades
- g. Conduct an annual stocktake of audiovisual equipment via the school's asset register
- h. Participate in an annual performance review
- i. Manage the College OneLan digital signage system and assist staff with uploading media content

#### 3. Communication

- a. Develop and conduct specialised audiovisual training programs and presentations for staff and students, as requested
- b. Collaborate with staff and students to facilitate integration of digital skills into units of work or assessment
- c. Develop a responsive relationship to user requests and assist all users with selecting and evaluating the appropriate equipment for each task

#### 4. General accountabilities for all Staff

- a. Demonstrate duty of care to students in relation to their physical and mental wellbeing
- b. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- c. Adhere to the College's professional dress code for staff
- d. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues
- f. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning
- g. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- h. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- i. Be familiar with and comply with all College policies and procedures

#### 5. Essential Qualifications and Experience

- a. An advanced knowledge of AV and digital technology control systems
  - b. An extensive knowledge of professional video production equipment and practices, including lighting and content direction
  - c. An extensive knowledge of digital media files and formats as well as experience working within the Adobe suite
  - d. An advanced knowledge of digital photography including raw image file manipulation and processing, and the ability to operate a DSLR camera effectively in manual mode
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- e. An extensive knowledge of audiovisual presentation equipment such as video cameras, audio recorders, wireless microphones, video mixers, and DMX lighting control systems
- f. Experience providing training and technical support
- g. Proficiency with Windows, Microsoft Office 365, Mac, iOS, Adobe and Pro Tools

#### **6. Highly regarded Qualifications and Experience**

Certificate IV Training and Assessment and/or Qualification in Audio Engineering, Electronic Engineering, Information Technology