The AV Support Technician is appointed by the Principal and is responsible to the Principal through the College Business Manager. The AV Support Technician will support the AV Manager with the delivery of Audio Visual services at the College. This includes providing technical support, training and set up of equipment as required by the staff and students at all campus sites.

**Duties and Responsibilities:**

1. **AV Technical Support and Training**

   Under the direction of the AV Manager, the AV Support Technician will:
   - Provide staff and student support for multimedia in the classroom environment.
   - Train relevant personnel in the operation of new and existing equipment.
   - Liaise with IT Support across St Francis Xavier College.
   - Deliver and set up of equipment for classes as required.
   - Assist staff with creating multimedia presentations and other audio visual tasks.
   - Work with staff and students to capture and create digital video and audio files.
   - Produce Information, Communications and Help Guides for staff and students on the various technologies available for assistance with the curriculum.

2. **Organization and Maintenance of Equipment and Consumables**

   Under the direction of the AV Manager, the AV Support Technician will:
   - Assist in maintaining stock records including; equipment quantities, locations and items on loan.
   - Maintain adequate stocks of consumables including; CDs, DVDs, Film, Videos, Audio Tapes, Batteries etc;
   - Maintain records of all licenses associated with Audio Visual equipment.
   - Assist with the routine servicing and maintenance of equipment to ensure equipment is in circulation and available for use.
   - Assist with service and maintenance repairs and supervise contractors working on installed AV equipment in the college.
   - In consultation with the AV Manager, identify new and replacement equipment to purchase.
3. Administration

Under the direction of the AV Manager, the AV Support Technician will:

- Operation and maintenance of the centralized DVC system which includes converting and digitizing relevant analogue material, recording of appropriate Foxtel and Free to Air programming, editing and cataloging required material.
- Keep up to date with Copyright Provisions relating to the use of AV materials in Schools.
- Manage and update all Bell times and Music over the PA system as required
- Video or photograph the recording of key school events and activities, and make the content available where required.
- Maintain and regularly update the content displayed on the Spinetix Digital Signage Screens located at each Campus Reception.

4. Special Events and Set Ups

Under the direction of the AV Manager, the AV Support Technician will:

- Assist staff and students in the setup and testing of appropriate video and sound equipment as required for the following events:
  - College Masses
  - Assemblies
  - Guest Presenters
  - Information Evenings
  - Staff Professional Learning Events
  - Parent/Teacher/Student Conferences
  - Musicals, Plays and Performance Evenings
  - Any other special event specified by the College Executive

- Operate and control multimedia systems, video, sound and recording during performances and events.
- Videography and Post Production of Key School Events.
- Be present and assist in troubleshooting should there be an issue relating to a setup.
- Maintain equipment manuals and catalogues and circulate relevant information to teaching staff, together with promotion and notification of new materials that are available.
- Keep up to date with Copyright Provisions relating to the use of AV Equipment in Schools.
- All other duties as directed by the College Principal.
General Work Description

The AV Support Technician will assist in the provision of AV and related technical support to staff and students at all Campuses of St Francis Xavier College. Daily duties will include the loaning and on-going maintenance of classroom and venue infrastructure, multimedia post production, organization of the DVC Library and Assistance in setting up and operating School Events.

The AV Support Technician will support the AV Manager and will work closely with both the IT and Library Departments on a day to day basis. The AV Support Technician will be based at one of the College sites; however movement and travel between Campuses will be required.