



PRINCE ALFRED COLLEGE

## **Role Profile: College Audio Visual Technician**

The Audio Visual (AV) Technician is responsible for ensuring the smooth, safe and professional delivery of audio-visual services across multiple venues, including theatres, performance spaces, halls, chapel and outdoor locations.

### **Reports to:**

Manager, Events & Venues,

### **Other key relationships:**

Director of Co-Curricular Activities, Venue Operations Team, Head of Drama, Head of Music, Performing Arts Staff

### **Key Responsibilities include, but are not limited to the following:**

#### **1. AV & Event Operations**

- Act as the primary point of contact for AV support across the College
- Set up, operate and supervise audio, visual and lighting systems for college events, performances, assemblies and external functions
- Provide live event support including mixing, lighting operation, vision switching and audio
- Provide technical advice and solutions for events of varying scale, including outdoor and temporary venues
- Coordinate and supervise casual AV staff and external AV contractors as required
- Provide technical guidance and support to staff, students and event clients
- Work collaboratively with the Venue Operations team and other College departments including Performing Arts, Music, Community Engagement & Marketing and Property Services

#### **2. Asset & Systems Management**

- Manage and maintain the College's audio, visual, lighting and associated technical assets
- Plan, coordinate and document equipment maintenance, repairs and upgrades
- Maintain an AV asset register and support stock control and lifecycle planning
- Ensure consistent standards of presentation, reliability and safety across all venues

#### **3. Content & Technology**

- Support audio and video recording of events
- Editing and publishing digital presentations relating to college events

#### **4. WHS & Compliance**

- Operate in accordance with WHS requirements and safe systems of work
- Identify and manage technical and operational risks associated with AV and event delivery
- Conduct site inductions and provide guidance on safe operation of AV systems for regular users

#### **Qualifications & Skills**

- Demonstrated experience working in AV, theatre, venue or live event environments
- Strong technical capabilities in audio and/or visual systems
- Experience supporting productions, performances and live events
- Ability to work under pressure remaining solutions-focused
- Confidence working independently while collaborating closely with venue operations staff and clientele (internal/ community hire)
- Strong communication skills and a service-oriented mindset
- A high level of organisational skills, and experience working with ticketing or job-tracking systems
- Experience supervising casual AV staff or working with external contractors (desirable)
- Qualifications in technical production, audio visual, or a related field (desirable)

#### **Conditions:**

- Full-time position