

Audio-Visual Support Technician



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	Audio-Visual Support Technician
Terms:	Permanent part-time – 37.5 hours per week 39 weeks per year <i>(flexibility with some out of hours work is essential)</i>
Commencement Date:	20 January 2026
Classification:	Education Support Officer Resources Stream Grade 3 Year 1
Responsible to:	Director of Performing Arts R-12

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The Audio-Visual Support Technician plays a key role in ensuring the effective design, setup, and operation of audio and lighting systems for all College events.

This position provides hands-on technical expertise across installation, configuration, and operation of the College's AV systems, supporting staff to deliver seamless set-ups, recordings, and live productions.

The Audio-Visual Support Technician ensures all College-approved activities and events are delivered to a professional standard, aligned with the purpose of each event and the needs of the audience. The role also involves planning, reporting, and advising on the effective use and ongoing improvement of the College's AV systems.

The Audio-Visual Support Technician reports directly to the Director of Performing Arts (R-12).

Event Technical Support and Performance Production Support

- Liaise with the Events Team and Director of Performing Arts to provide technical support for college performances and events.
- Operate and maintain audio systems for college assemblies, performances, and other events.
- Ensure designated venues are event-ready with all necessary resources, equipment, and configurations in place.
- Prepare, operate, and pack down sound, lighting, staging, and related equipment as required.
- Work collaboratively as a technical facilitator to ensure events are effectively managed and technically achievable.
- Assess, plan, and implement the technical and production requirements for each event.
- Conduct technical rehearsals to confirm system functionality and event readiness.

Manage College Audio and Lighting Systems

- Ensure the operational readiness of the audio and lighting systems for the Performing Arts Theatre, Gymnasium, Junior School Hall and other relevant learning spaces.
This will include:
 - Ensuring that systems are up to date, functional and effective, and with regard to the Senior Music and Drama subjects, are appropriate learning/performing spaces making use of currently industry practice equipment and operation techniques
 - Liaising with the IT Department to ensure that video, audio and lighting systems integrate effectively
 - Conducting or organising repair or replacement of faulty equipment
 - Ensuring correct calibrations of spaces for optimal sound and lighting

Mission, Ethos and Ethics

- Embody and promote the Loreto mission, values and the charism of Mary Ward in all aspects of College life.
- Actively support the Catholic ethos through participation in prayer, retreats, social justice initiatives, and service activities.
- Model Christian values of integrity, respect, and compassion in all interactions with students, staff, and families.

- Maintain confidentiality and uphold the highest professional standards within the College and wider community.
- Manage information and communication responsibly, in accordance with College policies including Privacy and Responsible Use of Technology.
- Publicly support and uphold the College's policies, strategic plans, and professional standards, including the Safeguarding Children and Young People Code of Conduct.
- Undertake any other duties as directed by the Principal

Personal and Professional Qualities

- Demonstrated planning, organisation and time management skills
- Excellent interpersonal skills underpinned by the Loreto values
- Relevant tertiary qualification (eg Certificate III in Live Production and Technical Services, Diploma of Screen and Media/Diploma of Music (Sound Production) or equivalent industry experience (required)
- Provision of a current Working with Children Check
- A current Responding to Risks of Harm, Abuse and Neglect – Education and Care Certificate

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury, and pain or discomfort following a work-related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

November 2025

Applications

Applications for the position of permanent part-time Audio-Visual Support Technician should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- All applicants will be required to attain a Working with Children Check and maintain police clearance to work in Catholic Education SA, approved Responding to Risk of Harm, Abuse and Neglect – Education and Care training and First Aid training. Please attach any relevant certificates to your application

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details (including email address) of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Thursday, 20 November 2025