



St. Joseph's Institution International School Malaysia

POSITION DESCRIPTION

Job Title:	<i>Audio Visual (AV) / Performing Arts Technician</i>
Reporting To:	<i>HS Director of Arts / Operations</i>
Direct Reports:	<i>NA</i>

Primary Purpose: To work within the Art, Drama and Music departments in ensuring that all Performing Arts teaching and performance spaces are fully prepared and fit for purpose at all times. To provide technical preparation and support for rehearsals and internal and external performances as required; provide guidance of aspects of technical theatre and industry pathways as required, support the wider use of Performing Arts resources throughout the School and engage fully with the wider demand of the role within the school setting.

Position in Context: The Audio Visual (AV)/ Performing Arts Technician is responsible to the HS Director of Arts/ Operations. The HS Director of Arts in turn reports directly to the HS Assistant Principal (Teaching and Learning).

Personal Specifications:

- Able to work as a team
- Decision making and problem-solving skills
- Excellent communication
- Excellent organisational and time management skills
- Ability to work collaboratively with all staff, students and parents
- Meticulous

Major Responsibility:

1. To monitor and maintain audio, visual, performing equipment
2. Provide support in the use of the school facilities
3. Ensure adequate stock of Art/ Music consumables
4. Assist in the maintenance of classroom and corridor displays
5. Support across the faculty in the event of absence and busy periods
6. Support teaching and learning in the classroom
7. Any other duties as directed
8. Assist assemblies, production WS events.



St. Joseph's Institution International School Malaysia

POSITION DESCRIPTION

Specific Duties and Responsibilities: -

Provide support in the use of the school facilities

- Maintain satisfactory systems of storage, delivery and retrieval of school Audio Visual (AV)/ Music/ Arts equipment
- Ensure all equipment remains in good working order
- Ensure inventories are maintained
- Administer bookings and distribution of equipment
- Assist and support in setting up and checking of equipment for all school events (performances, showcase etc)
- Support with the setting up of equipment required for assemblies.
- Audit supplies of consumable resources
- Liaise with budget holders regarding ordering

Promote diverse range of musical opportunities within the school

- Meet regularly with the Department Heads to ensure a diverse range and style of orchestral and ensemble music making is promoted within the Department and that students have the opportunity to explore

Assist in the maintenance of classroom and corridor displays

- Refresh classroom and corridor displays with up to date information and promotions / events / activities

Support across the faculty in the event of absence and busy periods

- Assist with extra performances and rehearsals as required by productions, shows, ceremonies and exhibitions across the school calendar

Support teaching and learning in the classroom

- Prepare classrooms with set up and resources required to support student activities and learning
- Under the supervision of teaching staff, give support to students within the classroom.



St. Joseph's Institution International School Malaysia

POSITION DESCRIPTION

Job Requirements

- Relevant and suitable qualification: -
 - Sound/ Light engineering
 - Audio/ Video recording
 - Video editing
- Experience maintaining equipment stock, including PA and contemporary and traditional musical instruments
- Able to communicate and work as a team