



## Digital Technician – Sound, Audio & Visual

### Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1440 students.

### Statement of Purpose

The Educational Resource Centre of Penola Catholic College supports the delivery of the College's curriculum.

The Educational Resource Centre is a welcoming and a nurturing Centre on both campuses where students can visit, study, access books and resources, including audio visual equipment. The Digital Technician is part of a dynamic team working to support the students and staff.

### Job Title

Digital Technician – Sound, Audio and Visual

**Reports to:** Head Librarian & Business Manager

### Responsibilities and Accountabilities

- Set up and manage digital and audio-visual services for assemblies and presentations.
- Organize, maintain, catalogue and promote use of AV equipment.
- Support staff using AV equipment (both campuses).
- Develop AV collection and resources.
- Create and produce video material as requested by staff.
- Manage the Digital Video System, Clickview.
- Organize bookings of AV equipment
- Support staff using AV equipment

- Assist staff as needed in using equipment and smart boards around both school campuses
- Maintenance of Smartboards and assist in trouble-shooting problems.
- Catalogue all AV (hardware and software) resources
- Routine maintenance of AV equipment
- Arrange for major repairs of equipment in consultation with Head Librarian
- Circulation desk duty as rostered
- Shelf reading
- Re-shelve
- Assist with supervision of students
- Process materials
- Keep abreast of new and emerging AV technologies
- Participate in annual stocktake
- Any other duties as requested by the Head Librarian, Principal or Principal nominee.
- Any other duties as directed by the Principal or Principal's nominee (eg Deputy Principal Head of Campus and or Business Manager).

### **Experience and Qualifications**

- Minimum 2 years' experience with sound, audio and visual technologies and services.
- Up to date ICT competency and skills including Microsoft Office, Outlook and Video Editing Software.
- Experience using computerized library systems is desirable.
- To have excellent communication and customer service skills.
- Ability to be able to handle pressure and be able to multi-task.
- Be personable and pastoral in all interactions with staff, parents and students.
- Be highly organised, motivated and able to show initiative.
- Able to manage a number of requests at one time and be able to prioritise work.
- Be able to work independently and part of a team.
- Hold a current Working With Children Check and Police Record Check
- A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.

### **Annual Review Meetings**

An Annual Review will be held during the year by the Business Manager and will consider the following aspects of the role:

- Professional relationship with others
- Reflection on the professional duties performed
- Reflection and report on appropriate training / inservicing done in support of the role
- Time Management in the fulfillment of the role
- Organisational skills and competencies used in the aspects of the role
- ICT Skills used and developed in the role
- Successes/Challenges that the role encounters

## **Meetings**

Attend staff meetings and other meetings as required.

## **Salary and conditions**

The Digital Technician is an Education Support Employee Category C Level 2 (7 weeks annual leave) in line with the *Victorian Catholic Education Multi Enterprise Agreement 2013*. The Digital Technician is a full time 12 month fixed term position.

## **Professional Development**

Relevant professional development can be accessed by the Digital Technician.

## **Occupational Health Safety**

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.