



Position Description

Position Details

Position Title	Audio-Visual and Events Coordinator
Department/s	Operations / IT
Reporting to	Operations Support Coordinator
Key Liaisons	IT, Operations, Performing Arts / Drama and Music departments, Students, Staff, Visitors
Employment Type	Full time (38 hours per week)
Pay Classification	<i>Queensland Anglican Schools Enterprise Agreement 2021</i> School Officer Level 3 (Schedule 5)
Last Review Date	February 2024

Our School

Hillbrook is a co-educational school of 900 students from Years 7-12, established in 1987. The School's motto, "In Balance We Grow" underpins life at Hillbrook, which prides itself a focus on quality teaching and learning and a specialisation in the nurturing of adolescents.

We aspire to provide all members of our staff and student body with support in a community environment. Hillbrook staff are encouraged to become involved in the collegial ethos of the school and are expected to support our core values.

The School Leadership Team (SLT) comprises the Principal, Deputy Principal, Head of Student Wellbeing, Head of Teaching & Learning, Chief Financial Officer (CFO) and a Chief Operations Officer (COO).

The Role

The Audio-Visual (AV) and Events Coordinator position supports the planning and presentation of key School events through the coordination, delivery, and provision of audio-visual requirements across Hillbrook. This includes supporting the Performing Arts / Drama and Music departments in conjunction with the Performing Arts Support Officer. The AV and Events Coordinator is also responsible for coordinating external bookings as part of venue hire.

The position would suit someone with a strong understanding of Work Health and Safety and duty of care requirements to ensure safe manual handling techniques (i.e. working to heights, lifting and equipment use) and strong organisational skills. A background in touring or professional theatre would be ideal.

Key Responsibilities

Duties may include but are not limited to:

- Coordination, set up and operation of sound and lighting for internal events including but not limited to assemblies and programmed events
- Coordination of venue bookings for both internal events and external clients

- Maintaining vision and automation systems throughout the School (for example, Recreation Centre, Boardroom, Classrooms, Performing Arts Centre, and Tiered Learning Centre)
- Ensuring safety compliance of all audio-visual equipment, including but not limited to coordination of testing and tagging electrical equipment and rigging equipment in accordance with safety requirements
- Liaising with department heads regarding set up of sound, power and data for School sport carnivals
- Maintaining documentation in relation to recurring school events and annual updates
- Assisting with maintenance requests related to event venues, and liaising with Facilities staff in relation to electrical, mechanical or minor maintenance issues as required
- Asset control and preventative maintenance of School audio-visual equipment and systems
- Managing attractable items and loan of audio-visual equipment to relevant departments
- Providing technical support to Drama and Music departments, including light and sound, assisting with prop relocation before and after classes and maintaining general cleanliness of areas
- Purchasing audio-visual and event related equipment in accordance with established procurement policy and procedures, delegation of authority, budget, and managing installation
- Assisting the Operations Support Coordinator with project management of audio-visual projects
- Complying with Work Health and Safety, and duty of care requirements, including hazard and incident reporting and proactive management of facilities and equipment safety
- Other ad hoc tasks as required to support audio-visual needs of the School, within skills and capabilities as required from time to time etc

Competencies

1. Qualifications and Certifications

- Mandatory possession of or eligibility for a 'Working with Children' Card
- Appropriate open class driver's license relevant tickets / certifications (i.e. working at heights certification)

2. Knowledge and Experience

- Practical understanding of workplace health and safety principles applicable to a school environment and hazard and incident reporting
- Basic knowledge and experience with the Microsoft Office Suite and security system use
- Experience in theatrical lighting and audio
- Experience in installed audio visual systems

3. Competencies and Skills

- Ability to engage in physical demands associated with set up and operation of audio-visual equipment, such as lifting and working at heights in a safe and responsible manner
- Demonstrated initiative and motivation to manage competing priorities, monitor progress, and meet operational demands
- Excellent interpersonal and professional communication (both written and verbal) skills to effectively collaborate with administrators, staff, and external stakeholders in an articulate and professional manner



- Ability to establish cooperative and positive working relationships to work as an effective team member or independently, in an agile and responsive manner
- Demonstrated professionalism and integrity, with the ability to maintain confidentiality and use discretion as required