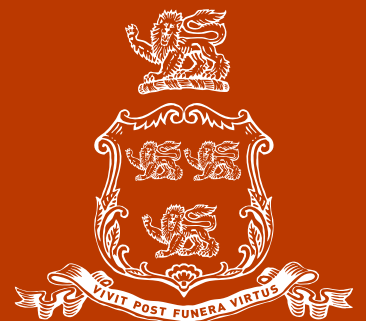


THE HUTCHINS SCHOOL APPLICANT INFORMATION



HUTCHINS

ESTABLISHED 1846



Audio Visual and Lighting Technician

Permanent, full-time

Welcome and introduction

The following information has been compiled to give you a better understanding of what is expected of staff when they are part of the Hutchins community. We encourage you to visit our website (www.hutchins.tas.edu.au) should you require further information about the School.

The role

The School is seeking applications for a full-time (1.0 FTE), permanent position commencing in Term 1 of 2023.

The successful applicant will have a demonstrated ability to manage Audio, Visual and Lighting to support the School's programs and services and an ability to support the creation of digital content as required. The Audio, Visual and Lighting (AVL) Technician provides sound, vision and lighting design, set up and technical support and assistance to school employees and students and plays an important role in ensuring the delivery of high quality teaching and learning experiences to students participating in our technical theatre production and drama courses.

A Position Description is included later in the pack for further information about the role.

Selection criteria

To be considered for this role, candidates will need to address the following selection criteria and address each of these in the application in their cover letter.

The successful applicant in this process will have:

- experience providing design and/or technical support for audio, visual and lighting hardware, software and peripherals;
- experience working effectively in a customer-oriented environment; and
- a demonstrated ability to support programs, services and events.

Submitting your application

Your application for this role must include a copy of your curriculum vitae with at least two workplace referees and a cover letter of no more than one page that addresses the selection criteria. Please combine your cover letter and curriculum vitae as a single PDF document and address it to the Headmaster of The Hutchins School.

Applications for this role must be submitted by **9.00am Friday 10 February** via Seek.

For further information please contact humanresources@hutchins.tas.edu.au.

Next steps

All applications will be acknowledged.

Shortlisted candidates will be invited to attend an interview and provided updates by phone.

Unsuccessful applicants will be notified at the completion of the recruitment process by email.

The information you provide to us during this process will be treated with respect. To find out about how we safeguard your personal information please refer to our [Privacy Policy](#).

Safeguarding children

The School is committed to protecting children and young people from harm. We require all applicants who are to work with children and young people to undergo an extensive screening process prior to appointment, a process that includes – but is not limited to:

- a Registration for Working with Vulnerable People (RWVP) check;
- a national criminal history record check; and
- medical checks (as required).

All staff at the School are required to hold a current Registration to Work with Vulnerable People for the duration of their employment with the School.

Teachers must also be registered with the Teachers Registration Board of Tasmania and uphold their Code of Professional Ethics and Professional Teaching Standards.

The School will not employ a person who is deemed a prohibited person based on the information received during the screening process.

All applicants with direct contact with children and young people are required to attend at least one face-to-face interview.

These recruitment and screening procedures have been developed to ensure that we recruit personnel who are suitably qualified and committed to providing professional, safe and enjoyable education to children and young people.

For more information on the School's commitment to safeguarding children and young people, please read the [Safeguarding Children and Young People Policy](#).

References

We conduct a minimum of 2 reference checks for all shortlisted candidates.

All applicants are expected to provide a minimum of two (2) professional referees. These referees must be:

- a representative of current or most recent employer; and
- must have had a direct managerial relationship and be capable of commenting on tasks, abilities, and relationships with colleagues.

Personal referees are not preferred. However, if there is no option but to include a personal referee, then that referee:

- may not be related to the applicant;
- must have known the applicant for at least 12 months; and
- must be able to vouch for the applicant's reputation and character.

All referee checks will involve direct contact with the referee. Written character references will not be accepted.



About The Hutchins School

History

The Hutchins School was founded in 1846 as a memorial to The Venerable William Hutchins, first Archdeacon of the colony of Van Diemen's Land.

Hutchins commenced operations under Headmaster J R Buckland at Ingle Hall in lower Macquarie Street, one of the oldest homes still standing in Hobart. In 1849 it moved to a purpose-build schoolhouse on Macquarie Street designed by Tasmanian architect William Archer. The Buckland family's combined 46 years in charge of Hutchins served to set the School on a distinguished educational and spiritual path, and it continues to expand and develop to this day.

The School opened a new sub-primary facility in Sandy Bay in 1947, before adding the Memorial Oval in 1955 and the Junior School in 1957. The Senior School followed in stages after the purchase of the former Queenborough Cemetery in 1960. The boarding house, science wing, administration block and classrooms, all opened in 1964.

The Macquarie Street building was sold in 1965 and Hutchins commenced full operations at Sandy Bay the following year, gradually adding a Middle School, Early Learning Centre, chapel, gymnasium, auditorium, sports grounds and performing arts centre.

- Our vision** Hutchins provides an inspirational education where each student strives to achieve their personal best and is willing to serve their community as an informed and active citizen; locally, nationally and globally.
- Our mission** Hutchins is an Anglican school whose supportive, learning community works together to nurture character of boys.
- Our values** As a community, we aspire to be people of integrity who act with humility, kindness, courage and respect
- Our faith** A Christian life, as a response to Jesus Christ, is commended and encouraged at Hutchins. We express our Christian values in welcoming and respecting members of all faiths, beliefs and traditions.
- Our commitment** The Hutchins School community is committed to providing an age and stage holistic education with a focus on the wellbeing of boys. We aim to inspire students to be creative and adaptable by providing them with the skills to lead and succeed in their global future.

If you have any further queries about The Hutchins School and/or the advertised role, please contact HumanResources@hutchins.tas.edu.au.



THE HUTCHINS SCHOOL

Position Description

Audio Visual and Lighting Technician

| | |
|------------------------------------|---|
| Reporting to: | Head of Faculty – Visual and Performing Arts |
| Direct reports: | (none) |
| Full Time Equivalent (FTE): | 1.0 |
| Classification: | Paid in accordance with: <ul style="list-style-type: none">• Curriculum/Resource Services, Grade 2 |
| Role-specific check(s): | Tasmanian Registration to Work with Vulnerable People (RWVP) National criminal history record check Pre-employment medical check (if appropriate) |
| Role-specific resources: | Mobile phone Laptop iPad |

Background and context

The Audio, Visual and Lighting (AVL) Technician provides sound, vision and lighting design, set up and technical support and assistance to all school employees and students.

This role supports the creation of digital content and provides dedicated support and assistance for all School-events and the academic and co-curricular programs. This includes the provision of support and assistance to specialist teachers in delivering high quality teaching and learning experiences to our students participating in technical theatre production, drama courses and Audio Hub. A number of musical and drama events throughout the year are managed by specialist teachers and student participation is assessed. The AVL Technician will be required to assist the teacher with these productions.

During defined holiday periods when demand for AVL support and assistance declines, the AVL Technician will assist with the implementation of ICT initiatives and perform routine maintenance and asset register review as required.

Specific AVL technology assets and systems include a recording studio, installed and portable PA systems supported by wireless and wired microphones, signal processors suitable for recording and sound reinforcement, ETC ION Lighting Console, moving, LED and conventional lights.

Key Relationships

- Head of Faculty - Visual and Performing Arts
- Community Engagement and Events staff
- Information, Communications and Technology staff
- Teachers and students of Audio Design, Theatre Production, Drama, Dance and Media
- External audio, visual and lighting contractors

Key accountabilities

- Once an event is booked with the AVL Technician, pro-actively liaise with nominated staff and student organisers to determine AVL design, equipment and support requirements and ensure that these requirements including set-up are met using school resources or, with approval, external resources if required.
- Be in attendance at significant calendared school events that require AVL support.
- Create digital video content as required and edit footage into suitable forms for communication and marketing purposes. Provide employee and student support and assistance (via face-to-face or phone contact) for all other AVL-related requests received.
- Ensure that technical equipment dedicated to production areas in the School are programmed and maintained as required and ensure that necessary operating procedures and proprietor manuals are easily available.
- Ensure that AVL and related equipment, computer hardware and software assets are systematically audited using defined school standards.
- Assist with the inspection and maintenance of lighting assets in various school locations including the auditorium and drama studios.
- Contribute to the successful implementation of new AVL initiatives or projects by providing support and assistance as required.
- Actively support the Guiding Statements and values of the School.
- Uphold the School's Code of Conduct defining professional behaviour, standards and statutory obligations.
- Communicate effectively with a wide range of people including students of all ages and academic levels.
- Respond efficiently and effectively to user needs.
- Solve problems by applying a variety of techniques and identify an appropriate range of solutions in a practical.
- Adapt to changing work demands and prioritise tasks appropriately.
- Make decisions and work autonomously within the scope of the role.
- Other duties consistent with the position where required and/or requested by the Head of Faculty – Visual and Performing Arts

Position Criteria

Essential

- Experience providing design and/or technical support for audio, visual and lighting hardware, software and peripherals.
- Experience working effectively in a customer orientated environment.
- Understanding of manual handling practices and ability to follow manual handling procedures.
- Understanding of sound ergonomic practices.

Desirable

- A formal qualification (Certificate III or higher) in technical (sound, vision and/or lighting) production or another relevant qualification.
- Hands-on technical production experience gained from work in theatre, at events or conferences or other relevant experience.

Safeguarding children and young people

Our school takes child protection seriously, and as an employee of The Hutchins School, you are required to meet the behaviour standards outlined in our [Practice and Behaviour Standards](#) and [The Hutchins School Code of Conduct](#), as updated from time to time, and to adhere to the requirements of the [Safeguarding Children and Young People](#) and [Mandatory Reporting](#) policies.

As a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people;
- promote the safety and wellbeing of children and young people to whom we provide services;
- ensure that your interactions with children and young people are positive and safe;
- provide adequate care and supervision of children and young people in your charge;
- act as a positive role model for children and young people;
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- maintain valid 'working with vulnerable people' registration; and
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

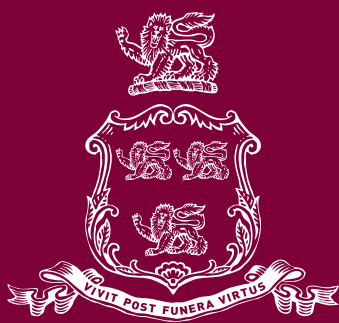
Work Health and Safety (WHS)

The School is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students and visitors. As a member of staff, you will be required to:

- take reasonable care for your own health and safety;
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by The Hutchins School to allow the School to comply with the Work Health and Safety Act; and
- co-operate with any reasonable policy or procedure of the school relating to health or safety that you have been notified of.

Our values

As a community, we aspire to be people of integrity. All staff at the School are expected to model the School's values, inspiring and encouraging others to do the same. The School values humility, kindness, courage and respect.



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Follow us      

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