



Rosebank is a Good Samaritan Independent Secondary Catholic College in the Benedictine tradition, committed to the successful integration of e-learning and innovative pedagogy across the Curriculum.

Applications are invited from people with a passion for education for the following full-time, permanent position:

### **AUDIO VISUAL (AV) ASSISTANT**

**Commencement Date: 30 April 2018**

Selection criteria for this position include:

- Experience in digital sound and processing devices
- Skills in managing video and music equipment
- Experience with sound and lighting desks
  - Sound and lighting software
  - Music mixing software
  - Music recording studio
  - Skills in digital media; video/sound file types and conversion
- Experience in stage and theatre technologies
- Experience in video editing and production
- The ability to work effectively and cohesively within the ICT team
- Good communication and interpersonal skills to maintain strong partnerships with staff
- A strong service ethic
- The initiative and ability to learn quickly.
- Support of the Catholic ethos and learning culture of the College

**Closing date: 9 April 2018 (9am)**

Applications must include a Cover Letter and resume including at least 4 contactable references and be posted or emailed to: The Principal, Rosebank College - 1a Harris Rd, Five Dock NSW 2046 [principal@rosebank.nsw.edu.au](mailto:principal@rosebank.nsw.edu.au)

For further information about Rosebank College and this position, visit our website:

[www.rosebank.nsw.edu.au](http://www.rosebank.nsw.edu.au)

NB: Shortlisted applicants will be required to provide the College with their new NSW Working With Children Check number in order to be eligible for this position ([www.newcheck.kids.nsw.edu.au](http://www.newcheck.kids.nsw.edu.au))



## **ROLE DESCRIPTION**

### **AUDIO VISUAL (AV) ASSISTANT**

#### **Core Role and Accountability**

The AV Assistant is a member of the ICT Team and reports to the Principal through the ICT Manager.

The AV Assistant is responsible for running, coordinating and maintaining the College's Audio Visual equipment. The AV Assistant is the central point of contact for all AV issues. A large part of the role involves managing AV at College events.

This role does require occasional work outside of normal College hours.

#### **Role Responsibilities**

- Support and maintain AV equipment including planning for and upgrading of AV Systems and equipment
- Manage video and live streaming functionality to support College events
- Manage lighting, video and sound systems to support College events
- Ensure lighting and sound systems are set up to support the College curriculum, including, but not limited to Music, Dance and Drama
- Manage the leased equipment used by the College
- Organise additional equipment-hire when required
- Create Documentation and Instructional Content
- Manage the College's 'Tech Team' – a team of student volunteers who help with College events

#### **Qualifications**

Applicants shall possess relevant tertiary qualifications, or an equivalent combination of relevant work experience and/or education.

---

## **ROSEBANK COLLEGE MISSION STATEMENT**

Rosebank College is a Catholic, independent, secondary school that continues in the tradition of the Sisters of the Good Samaritan. Our school provides an environment for young women and young men that encourages a love of learning. We promote a balance between the spiritual, intellectual, physical and social development of the individual. Following the example of the Good Samaritan and in the spirit of the Rule of St. Benedict, we encourage a love of Christ, stewardship, hospitality, compassion and service to each other and the wider community.

We acknowledge the primary role of our families and welcome opportunities to work in partnership with them. As a Catholic community in a multicultural environment we are challenged to give strong witness to our role as advocates of justice. Rosebank is a Catholic, co-educational College operated by Good Samaritan Education that offers families in Sydney's Inner West a unique learning environment.

---

## **OUR VISION**

The vision for Rosebank College is that it is known as a place of academic excellence, in which students are both supported and challenged. We strive to be a flexible and inclusive learning community, which reaches out to others in prayer, practice and perspective. Rosebank proudly maintains its traditions and aims to respond critically and intelligently to our changing world and its demands. We envision Rosebank as the school of choice for both staff and students; where they are engaged fully in their learning and use it to make a difference in their world.

---