



Performing Arts Technician

Role Statement

Responsible to the Head of Performing Arts, the Performing Arts Technician reports to the Business Administrator and works closely with other non-teaching and teaching staff. The role has a broad scope and encompasses theatre technician duties such as the operation of stage lighting and sound mixing as well as facilitating audio recording and videoing or photography alongside the management and editing of music and video footage for student performances in both live-streamed and recorded events.

The Performing Arts Technician will:

- take responsibility for all performing arts related technical areas within the school including the auditorium, music teaching rooms and other event spaces where events take place.
- provide appropriate proactive and creative technical production support for the school's performances and activities.
- work with multiple teams to support and advise the delivery of sound and lighting design for auditorium and other places where events such as (but not limited to) school assemblies, shows, meetings and ceremonies.

Working Arrangements

Working hours will be Mondays to Fridays, 8:00am to 4:30pm. 40 hours per week with ½ hour lunch break, or such other hours as may be agreed with the Business Administrator.

Flexible working arrangements for out of school hours at school functions and related events may also be required from time to time. Time worked out of the normal hours will be offset by a time in lieu or pre-approved payment arrangement upon submission of a timesheet.

Essential Requirements

- Demonstrated ability to establish effective working relationships with adults, children and young people from a diversity of backgrounds.
- Oral and written communication skills which are effective in liaising with a wide range of people.
- Demonstrated ability to use a range of sound, lighting, recording and ICT equipment.
- Experience in working effectively, independently and as part of a team.
- Demonstrated ability to exercise initiative, prioritise workloads, solve problems and achieve outcomes within agreed timelines.
- Successful experience in working in a public or school performing arts environment.
- Experience with event set up and management from a technical audio and visual perspective and familiarity with professional stage sound and lighting.
- An enthusiasm for working with, coaching and advising, young people in technical sound and lighting equipment.
- Up-to-date knowledge of IT including projector set-up, powerpoint (or similar) presentations (such as google slides), Excel (or similar) and Word (or similar) and livestream digital platforms.
- Up-to-date knowledge of digital audio and audio-visual equipment and its use in relation to live, recorded and play-back technologies.
- Up-to-date knowledge of lighting and sound systems, digital and analog sound mixing consoles and microphone set up.

Desirable Criteria

- Confidence in manual handling/lifting of related auditorium equipment, climbing ladders, etc and able to do so safely.
- Working at height training.
- An interest in music, drama or related performing arts.



Main Responsibilities

- Setting up and managing technical requirements in performance and event spaces.
- Setting up and operating lighting, sound and multimedia equipment.
- Liaising with relevant departments and individuals to ensure support is anticipated and provided.
- Providing technical and creative support to AISHK staff for the school auditorium and performing spaces.
- Assisting during productions and events as well as their relevant rehearsals to ensure events run smoothly.
- Assisting staff and students with appropriate sound recording, amplification and technical set up for productions and events.
- Assisting in editing sound files and visual material for productions and meetings as appropriate.
- Assisting with live streaming for school assemblies and other events.
- Assisting with the operation of the recording studio for school and other events.
- Assisting in maintaining Performing Arts Department audio and video archives.
- Liaising with ICT staff over software requirements and system support.
- Ensuring all performing arts equipment is well maintained and organise repair or replacement as appropriate.
- Ensuring all equipment is stored safely and is accessible to others when absent.
- Keeping and maintaining an updated inventory and database of performing arts stock and its condition.
- Organising regular safety checks on all technical equipment, machines, furniture and event spaces.
- Advising on relevant hire or purchase of equipment as appropriate.
- Assisting with training for staff and students on equipment and processes as required.
- Ensuring adequate event and technical support in case of absence.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties are required of all staff:

- adhere to child protection policies and procedures;
- promote and safeguard the welfare of children and young persons for whom you are responsible for and come into contact with;
- ensure full compliance with all statutory regulations, communicating concerns to the line manager and other staff at the Australian International School Hong Kong;
- undertake Professional Development opportunities as required;
- contribute to a safe, healthy working environment through compliance with relevant OHS legislation; and,
- participate in a performance management process as part of ongoing professional development.

The above Duty Statement is set out as a guide only and is by no means exhaustive.