



Position Description

Audio Visual Technician

Roseville College is a vibrant and welcoming community where every student and staff member is truly known and deeply valued. Established in 1908 and centrally located on Sydney's North Shore, we are an independent day school for girls from Prep to Year 12, shaped by a strong Christian foundation and a shared commitment to purpose, integrity and care. We are proud to nurture young women of character who are ready to lead with confidence and compassion in a changing world.

Our staff are curious, courageous and committed professionals—educators, mentors and co-learners—who see their work as both a calling and a contribution. At Roseville, you'll find a supportive and innovative environment where your talents are recognised, your growth is encouraged, and your impact on future generations is both valued and lasting.

The role

Roseville College is hiring a Temporary AV Technician (5 days/week) for a fixed-term period from 13 October to 4 December 2026. Working full-time across Term 4, you will manage live sound, lighting, and audio-visual setups for assemblies, chapel services, and key end-of-year school events.

Broad objective

The Audio-Visual (AV) Technician plays a pivotal role in shaping the daily educational and community life at Roseville College. Responsible for the seamless delivery, maintenance, and technical operation of the College's sound, lighting, display, and staging systems, this role supports a vibrant calendar of events—including assemblies, chapel services, drama productions, musical performances, and major school celebrations. Working collaboratively within the AV Manager, the AV Technician provides hands-on technical guidance to staff and students, ensuring every event is executed to a professional standard within a safe, innovative, and supportive environment.

Key relationships

Staff

Reports to

Audio Visual Manager

Direct reports

N/a

Audio Visual Technician

Key responsibilities

- Maintenance and troubleshooting for end users of AV systems in classrooms
- Maintenance of existing AV equipment
- Assistance with large scale maintenance of performance spaces
 - Set up and operation of AV systems for lectures, performances, assemblies and chapel services
 - Supervision and training of student tech crews
- Production of audio or video as requested by staff for use in class, or for publishing via the school website or portals.
- Recording of events and concerts where required, and creation of edited media in a suitable format where necessary.
- Management and cataloging titles in a digital video delivery system (Clickview).
- Answering questions regarding best practices, copyright law and safe handling of equipment.
- Deliver outstanding and timely service to all sections of the College.
- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Ensure personal safety and the safety of colleagues, contractors, student and visitors by complying with the WHS policy.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Child Safety

- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.
- Uphold the highest standard of child safety culture and awareness .

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Qualifications, skills and experience

- Actively supportive of the Christian mission and values of the College.
- A high degree of computer literacy.
- Suitable certificates/qualifications for AV and computing.
- Ability to work to deadlines.
- Knowledge of Information Technologies and their application in a learning environment.
- The ability to assist staff and students about efficient and effective use of AV systems and how to embed them into their teaching and learning practice.
- The ability to effectively operate as a member of a dynamic team
- A strong work ethic, and the ability to work independently and be self-motivated.
- Ability to manage the workflow and proactively resolve issues in an efficient manner.



Audio Visual Technician

Essential characteristics

- Demonstrated commitment to Christian values.
- Highly organised with excellent attention to detail with the ability to identify priorities.
- Customer focused and results driven.
- Collegial and collaborative.
- Conflict resolution skills.
- Emotional resilience.
- Initiative.
- Innovative.
- Organised.
- Approachable.

Roseville College is a member of The Anglican Schools Corporation (ASC).