



Job title: Performing Arts Audio-Visual Technician
Responsible to: Audio-Visual Services Manager

JOB PURPOSE

The Performing Arts Audio-Visual Technician's role is to support the Audio-Visual Services Manager (AVM) in ensuring the technical success of both internal and public events at Aiglon. Aiglon's events, communications, recordings and live-streams are of professional quality.

In addition to supporting the AVM, the Performing Arts Audio-Visual Technician will add expertise in the areas of video recording and editing. At Aiglon, this role is more than a technical position; the technical team add to the creative output of the school and its students through their expertise. As often as appropriate, the Performing Arts Audio-Visual Technician expresses their specialist skills (video or stage lighting) in harmony with those held by other members of the AV team. They share their skills with students and aim to up-skill them as part of our offering.

KEY TASKS AND RESPONSIBILITIES

Event technical operations (under the management of the AVM):

- Meet with the relevant department/staff member and coordinate with them regarding upcoming events
- Understand the requirements and details of each event including the staff member's vision for the creative output
- Assist in planning and organisation of events with attention to finance and time constraints
- Manage all event technical operations
- Carefully oversee events, being on hand to help performers and presenters with questions and concerns
- Develop a team of student volunteers to support AV events
- Offer solutions to resolve problems in a timely manner
- Along with interested parties, evaluate events' success
- Setup and breakdown staging and equipment for events
- Post-production editing both for video and audio, with a preference for a high-level skill in the domain of video
- Travel with departments where required for external AV support

Examples of school events include: Assemblies, meditations, School productions and concerts (music and drama,) the Graduation Ceremony, Prize Giving, Cultures, SOT staff, student and parent meetings, Panel-based webinars, and on campus Alumni events.

ADMINISTRATION

- Under the guidance of the AVM, maintain an inventory of all events related sound, video and lighting equipment throughout the school. Order new parts where necessary. Arrange repair of broken items, provide budgetary input for renewal
- Support the advise members of the community on equipment purchase and functionality

OTHER TASKS AND RESPONSIBILITIES

- Undertake any other task which may be reasonably required by the line manager to assist in the smooth running of AV services and the Music department
- Understand and implement all school policies and procedures, particularly those relating to safeguarding children and young people
- Understand the School's Guiding Principles and uphold the ethos of the School at all times
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THSD/February 2025