

IONA PRESENTATION COLLEGE POSITION DESCRIPTION

Production Arts Technician



IONA
PRESENTATION COLLEGE



Production Arts Technician

Mission and Values

Through the tradition of the Catholic Church and inspired by the compassion of our Founder, Nano Nagle, Iona Presentation College strives to achieve the best spiritual, intellectual, physical, and cultural outcome for our students.

Six Iona values underpin all that the College strives for. Each year, a value is chosen as a focus. By the time students reach Year 12, they have lived through and practised each value to the best of their ability.

- **Courage & Integrity:** To be true to ourselves, to be genuine to others, to live with honour and demonstrate personal conviction.
- **Love of Learning:** To ignite a passion for lifelong learning that enables us to explore, reflect, create, and achieve.
- **Heritage & Tradition:** To celebrate our Presentation heritage as a foundation for embracing and building our future.
- **Excellence:** To discover opportunities, set challenging goals, develop a strong work ethic, and strive to do our best.
- **Community:** To be a people of "*welcoming heart*" and kindness who create a sense of belonging where each member of our community is valued.
- **Social Justice and Compassion:** To inspire all to live the Gospel of Jesus Christ and, informed by the Catholic Social Teaching, to take action for those in need in our communities.

Outline

Learning at Iona Presentation College reaches beyond the realms of the classroom. Our program offers multiple and diverse opportunities for enrichment, allowing students to discover and enhance their talents and skills. Co-Curricular opportunities at the College encourage the exploration of the domains of Sport, Service, Performing Arts, Academic Excellence, Innovation, and the Arts.

Iona Presentation College is also a member of the Independent Girl's School Sports Association (IGSSA). This provides quality sporting opportunities for students participating at different levels of competition.



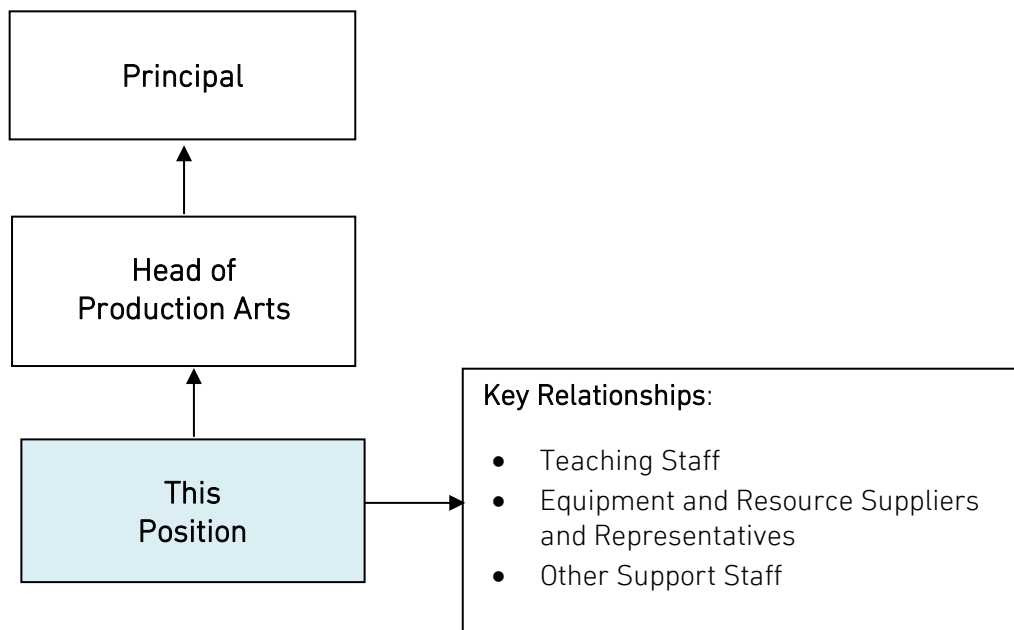
Iona Presentation College

Job Description Form

Position Identification

SECTION :	Production Arts
POSITION :	Production Arts Technician

Position Relationships



Position Commitment

This position is tailored for a dedicated Production Arts Technician, tasked with supporting the Production Arts Learning Area. It entails utilising a diverse set of technical skills pertinent to this creative domain, offering avenues for skill refinement and innovation. A high level of energy, initiative, meticulous attention to detail, and excellent communication skills are essential when engaging with internal and external stakeholders in this multifaceted role. A particular focus area for this role will be in supporting Media curriculum and Co-curricular opportunities.

Key Skill Requirements and Responsibilities

- 1 Advanced level of IT skills, including the Microsoft Suite of programs.
- 2 Demonstrate a strong working knowledge of Final Cut Pro X, Adobe Premiere Pro and Adobe After-Effects, skills in Adobe InDesign and Illustrator and Photoshop.
- 3 Current manual driving license, and the ability to drive the College bus is desirable (or willingness to apply for either, soon after commencement of position).
- 4 Working knowledge of Procreate software on an iPad Pro.
- 5 Be highly skilled, motivated, efficient and knowledgeable with demonstrated skills and experience in Media and Television Production.
- 6 Manage and maintain a state-of-the-art Television Production Studio and facilitate technical support in television production and broadcast journalism for teaching staff and students.
- 7 Assist teaching staff and students in Broadcasting extra-curricular club activities.
- 8 Demonstrate a strong understanding of Television Production roles.
- 9 Demonstrate confidence operating, checking and maintaining Canon DSLR Cameras, Microphones, Dolly's, Electronic Gimbals, studio lighting and software, and other ancillary media equipment.
- 10 Efficient in researching, sourcing, purchasing and organising materials and equipment.
- 11 Assisting in the preparation of student works for displays, Open Days and screenings for Media.
- 12 Maintain an organised system for loaning, collecting and maintaining equipment used by Junior and Senior Media students.
- 13 Contribute to the planning for College screenings and media events, in particular, the end of year Creative Arts Showcase and annual Media Showcase.
- 14 Assist teaching staff in classroom activities and students' graphic design projects, including support with software usage, troubleshooting and project execution.
- 15 Work collaboratively with graphic teachers to grasp project requirements, specifications and printing standards, ensuring alignment with classroom objectives.

Departmental Support, Maintenance and Resourcing

- 1 Manage department resources, organising repairs and maintenance as required.
- 2 Work with teaching staff to obtain accurate and timely information related to each semester's teaching activities to enable technical resource planning.
- 3 Maintain stock levels in the Department; sourcing, researching, ordering and purchasing teaching and learning materials for staff and students.
- 4 Printing and photocopying of student resources and materials if required, under direction from the Head of Production Arts.
- 5 Undertake, apply and model strong Occupational Health and Safety practices in the workplace.
- 6 Exceptional knowledge of a range of Production Art, Media and Design materials, processes, techniques and equipment.

Administrative Duties

- 1 Work with the Head of Department and College Finance Team to maintain up-to-date and accurate records of departmental expenditure.
- 2 Requisition, purchasing, distribution and monitoring of materials and equipment according to budgetary parameters in consultation with the Head of Department.
- 3 Research and investigate cost-effective alternatives, variations and availability of materials and equipment to the benefit of the department, liaising with suppliers and distributors.
- 4 Regularly update the Head of Department on anticipated and actual usage and expenditure.
- 5 Maintain clear and accurate documentation and cataloguing of student works from events, the annual College Production Arts, Design and Textiles Showcase, external competitions and departmental activities.
- 6 Organise and maintain records and documentation regarding student material, resource and equipment loans i.e., Digital Camera loans.
- 7 Obtain quotes and outsource various design projects to professional printers. Ensure they are set up correctly for printing.

Department Exhibitions and Activities

- 1 Assist in resourcing and preparing materials for and providing technical support to the Iona Presentation College Artist in Residence program.
- 2 Organise and deliver student works for external competitions, exhibitions and college events as required, i.e. framing, presentation and packaging of artworks.
- 3 Contribute to the planning for and installation/dismantling of exhibitions and displays at the College, particularly the annual College Production Arts, Design and Textiles Showcase.
- 4 Prepare materials, equipment and resources relating to college events, exhibition and displays.
- 5 Manage and organise storage of completed student work in an organised and careful manner.
- 6 Undertake graphic design tasks to develop signage, advertising and promotional materials for departmental events and activities.
- 7 Provide technical support and assistance to staff in off-campus excursions, camps, workshops and activities as required within the regular working week.

Personal Commitments

- 1 Model and maintain the Presentation ethos of the College
- 2 Strong sense of teamwork and confidentiality.
- 3 Exceptional time management, problem solving and organisational skills.
- 4 Well-groomed, familiar with protocol and etiquette in a professional environment.
- 5 Well-developed communication, interpersonal and liaison skills.
- 6 Demonstrated initiative and decision-making abilities.
- 7 The ability to work independently and as part of a team to achieve team goals.
- 8 Highly resourceful, accurate, flexible, creative and innovative.

Requirements (CECWA Policy: Appointment of Staff in Catholic Schools)

- 1 As a condition of employment, staff are committed to Catholic values and will cooperate actively in fostering the College's mission through its life and curriculum (Bishops Mandate 96).
- 2 Staff must be fully supportive of the objectives and ethos of Catholic Education.
- 3 Child safety and protection is a fundamental responsibility for everyone in the College.
- 4 All applicants are required to provide a current Working with Children card and National Police History Check from Western Australian Education and Training Sector (Crimtrac).

- 5 All staff must commit to Accreditation to Work in a Catholic school; this is to be completed during the school holiday periods.
- 6 All applicants are required to provide the contact details of two confidential referees.
- 7 To apply for this position, you must be eligible to work in Australia

Please note: This position description provides a general overview of the role and responsibilities of the position. It is not intended to be all inclusive and the incumbent may be required at the discretion of the Principal to perform tasks, duties and responsibilities not otherwise listed. The Principal reserves the right to change this position description in consultation with the successful candidate to meet the needs of the College.