



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed

Position Title	Assistant AV Specialist	Reference: 061217
Function/Department	AV & Theatre	Location: Stamford
Manager Name & Title	AV & Theatre Manager	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

- To help develop a creative school, raising standards of education through innovative use of multi-media across curriculum.
- To share resources and expertise within the school, offering increasing opportunities for communication and life- long learning.
- The major responsibility of the Assistant AV Specialist (AV/Theater) is to ensure that the quality and functioning of audio and visual equipment within the school and maintain the operations of such equipment at several venues such as the theater, iLearns, Arenas and outdoor events. The Assistant AV Specialist (AV/Theater) must be familiar with microphones, speakers, sound systems, recording devices, digital and analog mixing boards, lighting board, projectors. The purpose of the Assistant AV Specialist (AV/Theater) is to install, configure, operate, maintain, takedown, and at times, conduct minor repair works.

Responsibilities

The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhered to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

- Communicate, plan, setup and operate sound systems, projectors & computer systems for events on campus that requires AV (Eg. Friday Concerts, Graduations, Marketing Events, Student Council Events, PTA Events, Etc.).
- Maintain and update AV inventory records and conduct regular audits.
- Monitor service request for AV assistance/setup and AV Venue bookings (Eg. Assembly portable speaker and TV Setup)
- Coordinate, repairs, and commissioning new AV systems
- Guide teaching staff to use AV resources when required.
- Maintain the integrity, security and availability of AV systems.
- Manage health and safety regulations within the theater & AV managed venues.
- Perform periodical maintenance of AV equipment within the theater (Eg. LED Wall, Audio Console & DSP, Lighting Bulb replacement)
- Provide feedback, research and recommend AV best practices within the school.
- Perform other duties as assigned by AV & Theater Manager



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Position Requirements

- Excellent communication skills – oral and written (English).
- Good interpersonal skills. Self-motivated and pro-active
- Experience in working with digital sound mixer (CL5 and SI Performer), amplifiers and Line Array speaker systems.
- Patching and routing of audio signals to monitor speakers.
- Experience in working with Digital Lighting Board mainly ETC ION and dimmer patching.
- Setup microphones for events.
- Setup floor lighting for special events.
- Visual support in theater.
- Understand and able to operate cameras when needed.
- Understand Creston control system.
- Physically able to move speakers and lighting gears.
- Working experience in school environment is an advantage
- Coordination of event requirements
- Experience in working with MAC operating systems.
- 1-4 years working in related and relevant industry – AV company, theater house, international school background is preferred etc.
- Team player and ability to work independently without much supervision when required
- Strong interpersonal skills and superior analytical skills

Qualifications

- Minimum Nitec in or equivalent in Audio engineering technology or Theater/Arts Management
- At least 2 years of work experience in Audio Engineering, Audio Visual System, Lighting Systems, Live Sound and Performing Arts Theater
- Experience with Audio DSP programming would be an advantage.

Contacts

- AV & Theater Manager
- Facilities & Maintenance Team
- Comms, Marketing and Events Team
- 3rd Party Vendors
- Other Stamford Staff

Working Conditions

- School Environment
- Prepared to put in extra hours when required on weekend and weekday evening
- Work effectively and collaboratively in a team but at the same time independent

Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 21 working days
- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: Up to 60 days of hospitalization leave, inclusive of 14 days sick leave
- Probation Period: 3 months from date of commencement



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| • Pre-medical exam: | Required |
| • Referee request: | Required |
| • Background Check: | Required |