



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	Senior AV Specialist	Reference: JAN2024FAC
Function/Department	Facilities / AV	Location: Stamford
Manager Name & Title	Assistant AV & Theatre Manager	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

- Ownership of the AV, lighting and production facilities and the properties assigned across the campus
- Lead and work with the AV & Theatre team to provide support for all AV & Theatre related services including a 500 seat Theatre & iLearns at Woodleigh campus

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with whom they come 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, they 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.

- Management of AV technology implementation and best practices
- Manage events AV coordination, supervision & planning with relevant parties
- Ensure that the room booking system booking approvals of the Theatre & iLearns are approved accordingly in line with the Events Calendar plan
- Work with the Events committee to ensure events are planned out in advance to prevent clashes
- Manage the backend support of digital signage system
- Managing expectations, planning and providing the best solution for AV related request
- Manage and coordinate with Drama team on the incoming of production sets and the AV requirements within the Theater such as speakers, projections, LED wall and lighting for various events within the Theater
- Establish policies and operational procedures for the setting up and tearing down of various AV equipment for different events
- Manage the team to attend to all helpdesk tickets for various AV related request
- Ensure that daily operations are attended to such as service request, portable speaker and TV setups, Theatre events, external event speaker setups (Athletics field games, Christmas Fair, Halloween, Friday Concerts, Student Council Events etc.)
- Ensure that the team is to enforce safety aspect of Theatre productions and ensure backstage safety when required.
- Ensure that all maintenance plans are renewed, such as the PE certifications for motors, lighting bars and motor chain hoist within Theatre and AV Managed spaces when required.
- Manage & Work with partners and vendors to maintain equipment and possible AV Project implementation
- Plan out and work with AV Manager on budgeting plan to address in-house and event needs
- Conduct routine checks and maintenance plan with support from AV Specialist / Asst. AV Specialist
- Plan, manage and execute all AV requirements for internal and external programs and events required by school



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- Manage, Supervise & Update AV & Theatre inventory list
- Manage, Supervise & Update internal calendar
- Perform other duties assigned by AV & Theatre Manager

Position Requirements

- Excellent English communication skills – oral and written
- Self-motivated and pro-active
- Able to work independently without much supervision
- Strong interpersonal skills and superior analytical skills
- Experience in supervising a small team
- Ability to work in multi-cultural and multi-linguistic environment

Qualifications

- Degree or equivalent (electronics engineering technology or electronics or broadcast technology)
- 3-5 years working experience in AV company, theatre house, production company etc. in Video/Audio Engineering
- International School experience is preferred

Contacts

- AV & Theatre Team
- Facility & Maintenance Team
- Drama, Music, Marketing and Admissions Team
- 3rd Party Vendors
- Other Stamford Staff

Working Conditions

- School Environment
- Prepared to put in extra hours when necessary
- Work effectively and collaboratively in a team



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Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday and any reasonable additional hours for events as required (including weekends)
- Annual Leave: 21 working days
- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required

Stamford American International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, Stamford's parent organization.

We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.

Please note that only shortlisted candidates will be notified.