



Position title: Theatre & Events Technical Support
Reporting to: AV & Theatre Technician
Hire Type: Casual
Prepared: January 2025

Overview

Mentone Grammar is a K-12 co-educational School. The School is an open-entry school, drawing student from local Bayside and surrounding suburbs. The School became co-educational in 2006 and adopted a unique Together-Apart-Together model of education, which has resulted in continual growth. The School has a strong philosophy of ensuring that students are happy, healthy, and high achieving.

Values

Respect – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

Caring – We look after ourselves, our friends and our families. We support and encourage each other. We can care for everyone in some way.

Resilience – Whatever bad times we go through we can bounce back again. We can seek help to “let go” of what is stopping us from being “ourselves”.

Service – We work voluntarily to help others without expecting anything in return.

Discipline – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management and work ethic.

Endeavour – We strive to do well even if it's hard work. We have the courage to stand up for what we believe in.

Integrity – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

Primary Purpose of the Role

Reporting to the AV and Theatre Technician, the Theatre & Events Technical Support position provides technical support for school productions and events that take place. This involves technical support with the setup, operation and dismantling of sound, lighting, stage and video recording equipment for both school and external productions such as musicals, plays and concerts, as well as the recording and editing of performances and concerts.

Main Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range

- Assisting with technical aspects of shows including operating lighting, sound and projection/video.
- Assisting with the bump in and bump out of technical aspects of shows or events
- Recording school performances and concerts using school camera equipment
- General inventory assistance with Theatre stock
- Report any concerns and/or emergencies to the AV and Theatre Technician in a timely manner
- Report any damage to equipment, repairs or maintenance to be carried out, to the AV and Theatre Technician in a timely manner
- Assist in the maintenance of onstage, backstage and surrounding areas to ensure clean, safe and effective work/performance areas



- Provide direct support for performance rehearsals, production days/nights and any other events as rostered
- Under the guidance of the AV and Theatre Technician, liaise with Faculty members and/or external hirers to ensure the technical requirements of productions and events are successfully met
- Conduct themselves, at all times, in a manner that adheres to the School's policies and practices, which includes maintaining standards of professional conduct and appropriate dress

Other Duties

- Perform various other duties as requested by your manager and / or the School

Key Relationships

AV & Theatre Technician	Staff
Students	

Experience, Knowledge & Skills

- Basic knowledge of and skills in set up of sound, lighting, stage and video recording equipment
- Basic understanding of modern computer operating systems.
- Basic knowledge in the setup, maintenance and operation of lighting equipment
- Basic knowledge in the setup and operation of audio systems

Qualifications

Required

- Event or Theatre setup experience
- Experience in an Education environment is desirable
- First Aid Qualification
- Current Driver's license
- Current Employee Working with Children Check
- National Crime Check

Competencies, Behaviours & Attributes

- Ability to work in a collaborative manner
- Commitment to ongoing learning and professional development
- Outstanding customer service skills being proactive by nature
- Developed initiative and ability to think strategically
- Demonstrated organisational skills, including the ability to work autonomously and make effective use of resources
- Capable multi-tasking skills including the ability to set priorities, undertake effective problem solving to reach solutions and work under pressure to meet deadlines
- Sound written and oral communication skills incorporating high accuracy and attention to detail
- Ability to develop rapport with staff and community stakeholders at all levels
- Genuine interest in the Education sector
- A commitment to the Values and Mission of Mentone Grammar



Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Child Safe Standards

Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.
- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

Mentone Grammar Policies can be found at: www.mentonegrammar.net/policies

Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.