



AV COORDINATOR / MUSIC TECHNICIAN

JOB DESCRIPTION & PERSONAL SPECIFICATION

Job Title: Audio Visual Coordinator/Music Technician

Department: Music

Reports To: Head of Department

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role Purpose:

This is a dual role combining whole-school audio-visual coordination with technical support for the Music Department. The postholder is responsible for AV equipment and support across the school's teaching and communal spaces, and for whole-school events such as assemblies, open days, and exams, as well as providing specialist technical and administrative support to Music so that lessons, rehearsals, and performances run smoothly.

Key Responsibilities:

Audio Visual Coordination (Whole School)

- Maintain, and act as the school's central point of contact for, AV equipment across all teaching and communal spaces — the Hall PA/mixing desk, and microphones — not limited to the Music department.
- Provide AV set-up and live operational support for whole-school events, including assemblies, open days, parents' evenings, exams, prize-giving, and graduation, in addition to music productions.
- Liaise in advance with event organisers across departments to confirm AV requirements and run-of-show, and be present to operate or troubleshoot equipment on the day.
- Be available, as requested by other departments, to provide photography and videography coverage of school events, activities, and productions, and prepare the resulting footage/images for departmental or promotional use.

Staff and Student Photography and Records

- Take and edit staff photographs for identification cards, ensuring high-quality and professional images.
- Take, edit, and upload student photographs into the School Information Management System (SIMS), ensuring accuracy and timely updating of student records.
- Maintain an organised digital archive of staff and student photographs.
- Ensure all photographs comply with school identification and record-keeping requirements.

Music Technical Support

- Operate sound and recording systems during Music rehearsals and performances.
- Provide technical support to staff and students using recording, mixing, and editing software (e.g., Logic, GarageBand, Sibelius), and troubleshoot related technical issues.
- Maintain and back up all digital files, recordings, photographs, and coursework securely.
- Record practical exam performances and ensure high-quality copies are provided for examination boards (e.g., Edexcel).
- Install and update Music-specific software as needed.

Preparation and Maintenance (Music Equipment)

- Maintain and regularly update the department's inventory of musical instruments, AV equipment, and related resources.
- File, catalogue, and manage curriculum materials and sheet music for school productions and lessons.
- Support the Head of Department in photocopying, preparing, and collecting teaching and performance materials.
- Facilitate the safe transport, storage, and maintenance of equipment between venues such as the Hall and classrooms.
- Monitor the condition of instruments, microphones, pianos, and other sound equipment; report faults or wear and tear promptly.
- Tune instruments (e.g., guitars, keyboards, percussion) and carry out basic instrument maintenance and minor repairs ahead of lessons, rehearsals, and performances.

Teaching and Learning Support

- Set up, tune, and distribute instruments for lessons, and collect and store them properly afterward, ensuring they are ready and in good working order for each class.
- Circulate around individual students, small groups, and bands during lessons (e.g., KS3 band performance work), providing hands-on instrumental support — posture, tuning, and basic technique — and troubleshooting as they rehearse, alongside studio and software-based tasks.
- Offer hands-on technical assistance during House, Club, or co-curricular sessions.

Health, Safety and Compliance

- Follow the school's health and safety procedures when rigging, lifting, or operating equipment, including safe use of ladders and staging.
- Ensure electrical and AV equipment (amps, mixers, lighting rigs, projectors) is used and stored safely across all school locations, reporting any hazards immediately.
- Comply with the school's safeguarding and child protection policy at all times, including when supervising students independently.

General and Collaborative Duties

- Maintain strong communication with the Head of Music and with other departments regarding scheduling, events, and AV needs.
- Support cross-departmental projects and events that involve the Music department.
- Undertake any other reasonable tasks as directed by the Head of Department to ensure the smooth running of the department and whole-school AV provision.

Person Specification:

Essential:

- Strong knowledge of audio and sound engineering equipment.
- Working knowledge of AV/IT systems used in a school environment (projectors, PA systems), with confidence troubleshooting on the day.
- Competent instrumentalist, able to circulate and provide hands-on support to students and bands/ensembles during lessons (e.g., KS3 band performance work).
- Working knowledge of instrument tuning and basic maintenance/upkeep across common instrument types (e.g., guitars, keyboards, percussion).
- Proficiency with music software (e.g., Sibelius, Logic, GarageBand) and general ICT.
- Good organisational and communication skills, with the confidence to support staff across different departments.
- Ability to work independently and under pressure during busy event and performance periods.
- A passion for music and supporting creative learning.
- Commitment to safeguarding and promoting the welfare of children, including a satisfactory background/ police clearance check.

Desirable:

- Experience working in a school or educational setting.
- Experience supporting AV for whole-school events (assemblies, open days, exams) beyond music productions.
- Familiarity with school information management systems (e.g., SIMS) for uploading and maintaining photo records.
- Multi-instrumental ability (e.g., comfortable across rhythm section instruments — drums, bass, guitar, keys) to support a range of band setups.
- Knowledge of stage lighting, and photography/videography (including basic editing) for school events.
- Diploma or degree in Music, Sound Engineering, or Music Technology.

This job description can be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of SAIntS in relation to the post holder's professional responsibilities and duties.