

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** AUDIO / VIDEO TECHNICIAN – THEATER SPECIALIST  
**CONTRACT DAYS:** FULL YEAR CONTRACT

### **POSITION SUMMARY:**

The Audio / Video Technician provides technical support for all concerts, plays, meetings and other public events at venues campuswide.

### **SUPERVISED, EVALUATED BY & REPORTS TO:**

Performing Arts Center Manager and Performing Art Director

### **QUALIFICATIONS:**

- College Diploma or Technical Certificate.
- 1-2 years experience working with a wide variety of audio/visual equipment, especially stage lighting and sound equipment preferred.
- Experience in photography, videography, and editing preferred.
- Computer-literate (MS Office).
- Spoken and written in English is good.
- Ability to work independently and as part of a team.
- Good organizational skills.
- Ability to handle heavy equipment.

### **WORKING HOURS:**

The Audio / Video Technician will work a 9:30- 18:00 workday, allowing for support of after school events in PAC facilities. The division has the authority to determine the working hours based on the requirements of the work while ensuring compliance with labor laws and other applicable regulations.

### **PERFORMANCE RESPONSIBILITIES:**

- Provides technical support to the Performing Arts Center Manager in the operations, maintenance, security and facilitation of the theatres and public venues and all equipment contained within, including microphones, lights, sound and projection systems.
- Provides technical support during Performing Arts events; attends all productions as requested or required within and beyond regular school hours on demand.
- Manages requests, planning and execution of recordings/streaming of events as needed. Liases with the Tech and Marketing teams and other necessary community members to support live-streamed events.
- Maintains records of current specifications of AV equipment, theater equipment and supplies.
- Provides training in the proper operation of AV and theatre equipment.
- Works with the Performing Arts Center Manager in the efficient and effective acquisition of equipment and replacement parts.
- Assists the Performing Arts Center Manager in the implementation of security and safety procedures in all theater production venues.
- Other duties as assigned.

### **SAS BELIEVES:**

- That each employee makes a significant contribution to our success.
- That contributions should not be limited by the assigned responsibilities.

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Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

## **How we see the world is how we experience the world**

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

## **Child Safeguarding at SAS**

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.