

JOB DESCRIPTION: MUSIC/AUDIO VISUAL TECHNICIAN

Nexus International School (Singapore)

Purchased by Taylor's Education Group in July 2011, NISS meets the educational needs of students from approximately 50 different countries. The school's main constituency is expat families in Singapore, but it also accepts Singaporean students (subject to government approval) and Student Pass holders from a range of countries. Staff are recruited from Singapore, other national systems and international schools from around the world. Almost 20 different nationalities are represented.

The spacious 470,000 sq ft campus at 201 Ulu Pandan Road, just 2km from Holland Village, has excellent facilities to support all academic and co-curricular programmes for up to 1,200 students. These include swimming pools, gymnasiums, sports fields and recently renovated academic areas. NISS is committed to the integration of innovative learning technologies in the classroom and implemented a 1:1 Apple laptop scheme in the Secondary School in 2013. This was extended to Year 6 in 2014. The Primary School has a 1:2 ratio of MacBooks to learners and other technologies are integrated across the curriculum, including iPads and a range of the latest tools to aid learning.

NISS is an authorised International Baccalaureate (IB) World School for the Primary Years Programme (PYP) and Diploma Programme (DP). It is a member of the Council of International Schools (CIS), and an approved Cambridge International Examinations (CIE) Centre. NISS is EduTrust certified and is currently a candidate school for CIS/WASC accreditation.

NISS is a member of Taylor's Education Group and the second Nexus International School (NIS) campus in the region. The first NIS is located in Putrajaya, Malaysia.

Purpose/Vision Statement

To educate the youth of the world to take their productive place as leaders in the global community.

Mission

Nexus International School (Singapore) will be an internationally minded learning community that nurtures and supports every child's emotional, physical, creative and intellectual needs in order that they can achieve academic success and become globally responsible citizens. We will accomplish this by celebrating diversity and challenging minds.

Core Values

- Respecting and caring for each other
- Being dedicated to a culture of Excellence
- Openness in Communication
- Acting with Integrity
- Being Passionate in what we do
- Creating Enjoyable environments

Desired Culture/Our Promise

- Treat everyone as gifted and talented individuals and foster those talents and gifts through careful mentorship and guidance that is based on respect for all.
- Provide an environment that allows these talents to flourish; one that is innovative, progressive and grounded in trust, compassion and respect.

Key Objectives Of The Position

Managing the school's audio visual (AV) systems. This includes responsibility for overseeing cross curricular activities, events and performances which involve the use of AV systems.

Supporting the Subject Leader for Music and music staff in the day to day running of a busy and successful music department.

Role

Audio visual systems support
<ul style="list-style-type: none"> • Setup and operation of PA systems for concerts and other events, including events such as swim galas across the school • Manage and operate the sound, video and lighting systems in the auditorium • Liaise with 3rd parties for warranties, repairs and replacement of equipment in case of failure • Assist with development of facilities and equipment use, to extend the boundaries of operation • Provide training for staff in the use of the auditorium AV systems • Coordinate with staff to set up bespoke AV systems for individual events or applications • Manage the video editing equipment during performances • Manage a video editing/broadcasting co-curricular activity for learners • Plan, record and edit videos of events • Create user documentation to support staff use of AV systems
Music department
<ul style="list-style-type: none"> • Looking after all equipment. This will include regular testing, maintenance and ordering of replacements when necessary and maintaining an inventory. • Liaising with the IT Department over music/IT software and hardware issues • Assume responsibility for supervising groups of children during events, CCAs, school trips, and other duties • Recording, editing and storing of all coursework • Setting up and monitoring of internal and external Music and Music Technology exams • Recording and editing of concerts and production of CDs/downloads • Manage a sound/lighting co-curricular activity for learners

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the principal and member of staff, to be reviewed annually.

Expenditure Authority

Up to budget allocations consistent with school policies

Key Relationships

The Music/Audio Visual Technician reports to the Director of Learning Technologies and the Subject Leader for Music. In addition the Music/Audio Visual Technician will develop and maintain effective working relationships with:

- Academic staff
- Administration staff
- Learners

Personal Specification

Qualifications and Training

- Minimum high-school (twelve (12) formal years of education) qualification

Experience

- At least one (1) year of relevant working experience
- Working experience in the education industry is preferred

Knowledge and Understanding

- Ability to read music and play instrument(s)
- Understanding of acoustic and electric instruments for care and maintenance
- Familiarity with Apple devices running iOS & OSX
- Familiar with BlackMagic video equipment
- Familiar with lighting control software (Sunlite)
- Familiar with the Sibelius/Logic/Ableton music software
- Experience in running or assisting at a live event

Personal Qualities

- A demonstrated and genuine liking and appreciation of children
- Inclusive
- Resilient, flexible and adaptable
- Sense of humour
- High standards and expectations
- Motivated
- Open and honest
- Willingness to learn new skills

Core Competencies

We are looking for someone who can

- Establish and maintain good relationships with colleagues, learners and parents
- Communicate effectively in Standard English both orally and in writing
- Deal effectively and non confrontationally with learners and staff
- Positively influence others
- Listen actively
- Motivate and engage with colleagues
- Work alone and as part of a team
- Teach/support learners to use equipment and software independently
- Work on infrequent evenings/weekends