



**KINGSWAY**  
CHRISTIAN COLLEGE

# POSITION DESCRIPTION SECONDARY MEDIA TECHNICIAN

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## Document Control and Change History.

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**KINGSWAY**  
CHRISTIAN COLLEGE  
**POSITION DESCRIPTION**  
**SECONDARY MEDIA TECHNICIAN**

**Section 1. School Identification**

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

**Section 2. Mission, Vision and Values**

Kingsway Christian College is a co-educational non-denominational Christian day school located in Darch, with approximately 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. The College campus is free of alcohol, illegal drugs and tobacco.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program and an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

**Section 3. The Position**

**Title:** Secondary Media Technician

**Section/Department/Learning Area:** The Arts

**Workload and Tenure**

Permanent part-time (2 days per week). Commencing as soon as possible. Permanent appointment subject to the satisfactory completion, by the appointee, of a three (3) month probationary period, to a standard acceptable to the College.

Working hours: 8am to 4pm with 30 minute (unpaid) lunch break.

This position is required to work 40 weeks of the year including all weeks of the school terms and some school holiday breaks to make up 40 weeks per annum. In accordance with the terms of the Award, the incumbent is required to take leave without pay for 7 weeks, during non-term weeks, as there is no work to undertake during those weeks.

**Section 4. Remuneration Terms and Conditions**

KCEA Inc. Education Assistants and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017

**Section 5. Reporting**

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Dean of Christian Formation, Director of Community Engagement and the Director of Information Technology.

The Secondary Media Technician reports to the Head of Learning Area (Arts).

### **Significant working relationships:**

- Theatre Manager
- Secondary Media Teacher

## **Section 6. Responsibilities and Duties**

### **About the Position**

The Theatre and Media Technician in the Secondary Arts Department supports the delivery of high-quality teaching, learning, and production experiences by providing technical expertise and operational assistance in theatre, media, and drama environments.

### **Christian Values**

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community
- Modelling Christian behaviour, practices and beliefs
- Building cooperative and supportive relationships with staff, students and parents
- Striving for excellence in performance and participation
- Acting in the best interests of the College, the Association and its ethos

### **Duties and Responsibilities**

Duties related to the position include, but are not limited to the following:

#### **Key responsibilities**

- Work collaboratively as part of a production team to assist in the operation of arts events, performances, exhibitions, screenings and promotional events, including secondary assemblies.
- Manage all lighting, sound, audio-visual, staging and other equipment in the Secondary Drama and Media Studios.
- Assist with the operation of all technical equipment within the Secondary Drama and Media Studios
- Assist with undertake the construction, installation, removal and storage of all technical equipment: lighting, sound and audio-visual equipment for school productions and Arts events e.g. IHAF/Productions/Arts Open night requirements. Including technical rehearsal.
- Maintain a record of all equipment and technical consumables in the Arts Department.
- Provide training, consultancy and advice to teaching staff and students on the use of Theatre and Media Studios equipment.
- Additional duties as required from time to time.

#### **Media duties**

- Assist with Media lesson preparations and delivery including charging cameras, organising technical equipment for lessons and ensuring camera, SD cards, etc are ready for lessons.
- Purchase equipment and classroom materials as approved by Media Teacher and/or Head of The Arts.
- Maintain organisation and cleanliness in Media Studios.

#### **Other**

- Attend staff meetings as required.
- Work flexible hours when needed for Arts Events.
- Strive to identify areas and processes for ongoing improvement of productivity and service.
- Delivery and pickup of technical equipment from local technicians.

- Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values.
- A flexible and positive approach to working with children and staff.
- Excellent communication skills with colleagues and external personnel.
- Thrives in collaborative team environment and contributes positively.

### **Workplace Health and Safety**

- Comply with College policies and procedures, and take responsibility for self and others

## **Section 7. Selection Criteria**

### **Pre-requisites**

1. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
2. Working With Children Check clearance.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

### **Essential**

1. High level of organisation, planning and time management skills.
2. Excellent interpersonal and communication skills.
3. A broad range of skills and knowledge associated with the tools, materials, processes and techniques required for production and exhibition of two and three dimensional artworks.
4. Physical ability to handle lifting, installation, and setup of artworks and equipment.
5. Experience associated with productions and exhibition of artworks is desired.
6. General IT competence with applications such as Outlook, Microsoft Suite and Adobe Photoshop for communications within the Department and the wider School community.
7. A genuine interest in the Arts and how it can be fostered and built upon in a school environment.

## **Section 1. Application**

Please forward your application to [HR@kcc.wa.edu.au](mailto:HR@kcc.wa.edu.au)

**For your application to be considered, you must include the following:**

- [Administration & Support Staff Application Form](#)
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current church Pastor

The application form is available on the College [website](#) or by contacting HR on 9302 8777 or [HR@kcc.wa.edu.au](mailto:HR@kcc.wa.edu.au)

**Applications Close: 12 noon, Thursday March 12, 2026.**

**Peter Burton  
Principal  
February 2026**