



## Sound and Lighting Technician

**JOB PURPOSE:** The post holder will take initiative and work collaboratively with Head of Departments to arrange sound and lighting equipment for classes, assemblies and school events.

### **Responsibilities**

- Prepare and setup sound and lighting equipment for classes, assemblies and school events.
- Provide technical support to students, teachers and Facilities & Office Manager.
- Perform recording and mixing of school events and examination pieces.
- Test and maintain equipment and systems in proper conditions.
- Arrange repair for damaged or malfunctioning equipment as soon as possible and ensure fully resourced classrooms.
- Track and monitor movement of equipment around school, keep up-to-date records at all times and conduct an annual stock take.
- Housekeeping of Drama Studios and Hall Control Room.
- Source, obtain quotations and place order of equipment and resources in line with school Procurement Policy.
- Manage and train School Technical Team.
- Manage and update School Technical Team website.
- Provide administrative support to Head of Music and Head of Drama as and when required.
- Perform any other duties as and when assigned by Line Managers.

### **Requirements**

- Degree/Higher Diploma in relevant disciplines
- At least 2 years of relevant working experience
- Good written and oral English and Cantonese
- Proficiency in sound design, live sound mixing, equipment positioning, recording mixing and editing
- Proficiency in lighting design, installation and engineering; rigging and focusing lighting; and lighting desk operation
- Good ICT Skills (Mac OS X, MsOffice, Adobe Dreamwaver, Photoshop, Illustrator CS3, iTunes, Windows Media Player, FileMaker Pro, Logic Pro Studio, iWork GarageBand, Finale NotePad, Sibelius 5 and Strand Lighting Palette OS)
- Strong collaborative and organizational skills
- Excellent communication and interpersonal skills
- High level of initiative, a positive and engaging personality

**Closing Date: 27/01/2019**

For enquiries, please contact Brondy Poon at 2240 6763 or [bpoon@sis.edu.hk](mailto:bpoon@sis.edu.hk)

Applications must be submitted online through <https://recruit.esf.edu.hk>.

Applicants must possess a permanent Hong Kong resident or possess a valid visa to work in Hong Kong.