


POSITION DESCRIPTION

POSITION:	Creative Studio Manager	
STATUS:	Permanent	
TIME:	41 weeks – 37 weeks Term time plus 1 week each term break	
LOCATION:	Kristin School, Auckland, New Zealand	
VISION / CONTEXT:	<p>Kristin School is an independent co-educational school for students from Early Learning to Year 13, which aims to provide students with a superior all-round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively and learn enthusiastically throughout life.</p> <p>Key to the achievement of this vision is the school's strategy of attracting and retaining the best people.</p>	
VALUES	To progress with vision, integrity, and love	
LINE MANAGEMENT:	Reports directly to Director of Business Services	
KEY RELATIONSHIPS:	<ul style="list-style-type: none"> • Teaching staff • Communications and Admissions Teams • Senior Executive Team (Executive Principal, Junior, Middle and Senior School Principals) • ICT Services • Creative Studio sponsor • Auditorium Services Manager • Head of Library Services 	
JOB PURPOSE	<p>The Creative Studio Manager is responsible for managing the Creative Studio and all related equipment to effectively support student learning, whether in the green screen studio, around the school or outside the classroom. The Manager will supervise, and support individuals and groups using the Creative Studio and may provide professional learning and development advice for staff. The Manager will also directly assist in creating media content for the school's communications and marketing.</p>	

Accountabilities	Responsibilities & Expectations	Performance Indicators
<p>1. Service delivery – education and communication</p>	<ul style="list-style-type: none"> • Work with Teaching staff to use the Creative Studio and related equipment to support excellent learning opportunities for students. • Support Teachers and Students of Media Studies with advice on shooting, editing, and presenting audio-visual content. E.g., camera use, lighting, tripod care, green screen filming, music, sound effects, and video technologies. • Manage the studio calendar and the security of the facility and equipment. • Provide and promote the learning opportunities available in the Creative Studio to Teaching staff and students. • Manage the booking and safe return of equipment held by the Creative Studio. • Research the future direction of Media and Audio-Visual technology and recommend new technology for Kristin School in the Creative Studio and related equipment relevant to student learning. • Record and edit School media content, e.g., shows, performances, and key school events. Livestream school awards presentations. • Support Performing Arts teaching staff in the audio and video recording of NCEA and IB assessment evidence. • Support and develop students and staff capacity to produce high-quality visual media content for a range of purposes within Kristin. • Work directly with the Executive Principal and Head of Communications in creating and producing media content to help communicate and market Kristin. 	<ul style="list-style-type: none"> • The Creative Studio is well utilised by Teachers and students. • The Creative Studio and equipment are protected from damage and loss. • New concepts and ideas that reflect modern practice are applied where relevant within the Creative Studio. • School performance/event content is recorded and edited in a timely manner to a high standard that enhances the image of Kristin School. • Students and staff at Kristin are well supported by the Manager to help produce high-quality media content for a range of purposes, e.g., KTV, assembly presentations, and internal video messages. • High-quality visual media is produced and incorporated into a range of platforms and modes for Kristin, e.g., social media, website, and email communications. • High-quality media content is developed for Kristin to help communicate within our school community and market and communicate Kristin to our wider community. • Files are stored and easily accessible for future needs.

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	<ul style="list-style-type: none"> • Available to work after hours to record events/productions outside regular school hours. • Development of the Studio and the learning in the Studio. • Manage video file storage for re-use and archival purposes. • Drone videography and photography – capable of flying drones safely for video creation and operational requirements. 	
2. Financial & Administration	<ul style="list-style-type: none"> • Compile operational and capital expenditure budgets for the Creative Studio as part of the annual budget process. • Ensure financial budgets for the Creative Studio are achieved. • Maintain records of use of the Creative Studio that can be reported. Report Annually on us of facility and equipment. • Maintain a catalogue of equipment and key resources to ensure it is complete. • Ensure equipment used outside the Creative Studio is carefully tracked and returned. • Knowledge and continued consideration of legal and copyright rules relating to the use and retention of images, video and school material, including compliance with the Privacy Act. 	<ul style="list-style-type: none"> • Budget submitted on time and actual results achieve budget. • Annual Report on Creative Studio use produced in term 1 each year. • A register of equipment is maintained and kept up to date. • Missing equipment is investigated promptly.
3. Whole school advice	<ul style="list-style-type: none"> • To provide technical expertise and advice as requested by the Director of Business Services. • Explain technical information in a way that is easy to understand. • Provide advice on ordering and servicing of camera equipment. 	<ul style="list-style-type: none"> • Advice provided to other teams at school on a timely basis, assuming requested support is reasonable and appropriate.

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4. Maintenance	<ul style="list-style-type: none"> • Maintain facility and equipment held in the Creative Studio. • Consider maintenance and upgrade requirements as part of the annual budget process. 	<ul style="list-style-type: none"> • The Creative Studio is well maintained, and equipment is kept in working order. • Equipment is kept fresh through a planned programme of upgrade and replacement.
5. Health & safety	<ul style="list-style-type: none"> • Actively support a safe and supportive work environment by ensuring compliance with the school's policies, procedures, and legislative requirements. • Ensure all practicable steps are taken to keep safe while on the School grounds or participating in school activities. 	<ul style="list-style-type: none"> • Evidence of compliance with the school's policies, procedures, and workplace health & safety legislative requirements. • Evidence all practicable steps are taken to ensure safe work practices, including hazard identification, accident, incident and near-miss reporting for all events.
6. Other	<ul style="list-style-type: none"> • Attend all staff meetings. • To positively support the character and values of Kristin School. • Be actively involved in the life of the school, including community events, functions and promotional activities as required. • Learns new skills and tools relevant to advancing the role and the services available to students and staff. • Other duties as requested by the Director of Business Services. 	<ul style="list-style-type: none"> • Evidence of attendance at Staff meetings. • Evidence of regular involvement in activities across the school, including community events, functions, and promotional activities.

Key Selection Criteria

Qualifications, Training & Experience

- Experience as an Audio-Visual technician in a dynamic setting
- Knowledge of cameras and camera equipment
- Aptitude and experience in working with children and youth in an engaging and inspiring way
- Experience in an education setting will be helpful
- Experience with relevant software – video editing, audio, live streaming e.g Adobe, Camtasia, Vimeo
- Qualified to fly videography drones in specially designated zones.

Attributes and Skills

- A person who likes to work with children and youth
- Approachable and easy to get along with
- Creative thinker
- Ability to proactively develop, promote and implement new and creative processes and systems
- Proven ability to develop and maintain effective relationships with students, Teachers, and parents from diverse backgrounds
- Strong attention to detail
- The proven ability to work as an effective and constructive team member, with a willingness to participate fully in school activities
- Excellent interpersonal skills, including the ability to listen and liaise effectively across all areas of a school community to achieve successful outcomes
- Superior organisational ability with demonstrated self-motivation and initiative in goal setting, prioritising work and managing multiple tasks
- Well-developed problem-solving skills and proven experience in creating solutions
- Outstanding verbal and written communication skills
- Demonstrated personal resilience, including the ability to work in a demanding role
- A high degree of professional judgement and confidentiality
- A genuine interest and willingness to engage in professional development and learning opportunities
- Flexible, approachable, and consistent in manner
- A high level of energy and vitality, supplemented by a good sense of humour

What our students say about the Creative Studio:

- *It is important to be able to have access to premium gear that gives us the extra level of experience to stand out in an application or when seeking further opportunities outside of school.*
- *I found it helpful that there was an onsite person that you could ask any questions or for feedback on the footage or edit you created.*
- *Allows Teachers the opportunity to help students through assignments, confidence building and learning a new skill that is highly sought after in today's current age.*
- *I think it's important that the Canon Creative Studio is at Kristin because it allows people who find it challenging to learn through traditional streamlined processes to innovate and show their creativity through videography or speaking to a camera.*
- *The Creative Studio was the best thing that I got to experience during my time at Kristin. It allowed me to learn how to tell stories, experiment to find what my style was, find like-minded people who had the same interests and learn so much that has propelled me into my career today. Without meeting and taking in the knowledge of the people I met through the Creative Studio and its gear; I don't think I would be in the position I am in today.*
- *The filming environment in the Creative Studio is second to none in the school, owing to its lighting and acoustic quality.*
- *From starting my filming in Year 9 until Year 11, the most valuable parts of the Creative Studio were the wide range of DSLR kits with microphones and tripods so that any student could turn amateur video into something more professional.*
- *We rely heavily on high-end cinema cameras and the EOS R, which provide top-tier camera quality for our big projects.*
- *Aside from filming, the studio laptops are fully loaded with the entire Adobe editing suites, which are crucially important for producing large amounts of videos at school.*
- *One of the most useful aspects of the Creative Studio is how freely available the equipment is - we can always access everything we need when we need it through the Manager.*