



聖保羅男女中學

ST. PAUL'S CO-EDUCATIONAL COLLEGE



IT Technician (Audio-Visual)

Responsibilities:

- Provide frontline IT and AV technical support to school staff and students.
- Perform photography and videography, including end-to-end production and post-production editing.
- Manage the technical setup and operation of live streaming, multi-camera systems, lighting, and audio mixers for school assemblies, virtual and hybrid events.
- Install, configure, and maintain AV hardware, including projectors, interactive displays, microphones, cameras, and sound systems.
- Perform routine preventive and corrective maintenance on all AV equipment to ensure optimal performance; troubleshoot hardware and connectivity issues promptly.
- Maintain an accurate inventory of IT and AV assets and manage scheduled hardware upgrades or replacements.
- Liaise with external AV contractors for specialized installations or repairs.
- Support school events outside normal working hours as required.
- All other IT duties as assigned

Requirements:

- Diploma / higher diploma in Multimedia / IT or related disciplines.
- Proficiency in digital photography / videography equipment and industry-standard editing software.
- Hands-on experience with digital audio mixers, visual switchers, and complex signal configurations.
- Good command of both spoken and written English, Cantonese and Mandarin.
- Detailed-minded, pleasant, helpful, diligent and able to work independently.
- Flexibility to work overtime, evenings, or weekends as needed to support scheduled school events and system maintenance.
- Prior experience working in education environment is an advantage.

Applicants are invited to apply by submitting an application letter together with resume stating current and expected salary by email to recruit@spcc.edu.hk, or by post to **The Principal, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong.** Please mark "Confidential" and clearly indicate the post applied for on the envelope. Candidates will be required to undergo the Sexual Conviction Record Check (SCRC).

(All enquiries and applications will be treated in strict confidence and only used for employment related purposes.)