

Job Title Animation Specialist Technician	Salary £34,943 - £42,914
Contract Length Permanent	Hours/FTE 35
Grade 4	Location Elephant & Castle
Accountable to Technical Coordinator Digital Arts	College/Service London College of Communication
<p>Purpose of Role To provide technical advice and software support within the Digital Arts technical area at the London College of Communication.</p> <p>To support students in the Moving Image and Digital Arts programme (BA Animation, MA Animation, BA Games Design, MA Games Design, MA Virtual Reality, MA 3D Computer Animation and MA Visual Effects).</p> <p>To provide support for student learning, informal and formal training and instruction in animation and VFX techniques, and advice concerning the use and maintenance of specialist technical equipment throughout the Digital Arts technical strand.</p>	
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • To supervise Animation and VFX technical activities, providing expert guidance and advice to students, helping students to identify appropriate techniques, processes, materials and technical resources needed to meet required course learning outcomes. • To support students with tools and techniques related to or supportive of the practices of Animation and VFX including, but not limited to: <ul style="list-style-type: none"> ○ setup and safe use of lights and cameras for stop motion and green screen shooting ○ use of rostrum and multiplane cameras ○ use of motion capture equipment and software ○ advanced use and troubleshooting of specialist 2D and 3D animation software • To contribute, as a member of the Digital Arts technical team, to the delivery of technical support, collaborating with team members and working on key priorities as identified with the Technical Coordinator and other Specialist Technicians. • To undertake the daily preparation of specialist computing facilities and technical spaces to ensure that they are accessible and maintained in safe and effective working order, ensuring compliance with health and safety requirements and risk assessments. • To advise the Technical Coordinator on the procurement of new IT hardware and software. • To take responsibility for the day-to-day operation of the technical area, which may involve the following: <ul style="list-style-type: none"> ○ being available in the technical area to assist with student queries; ○ directing students to appropriate resources or other staff members; ○ overseeing timetabling for bookable areas and loans of specialist equipment that fall under purview of the role; ○ liaising with academics to ensure that appropriate booking workflows are utilized to manage equipment ○ working with academic staff and students in classrooms where appropriate. 	

- To deliver and supervise animation and related activities across a range of courses, providing expert guidance and advice to students.

These may take the form of:

- one-to-one student support on individual projects;
 - formal one-off workshops;
 - formal, course-aligned ongoing workshops and tutorials;
 - informal tutorial sessions with students;
 - inductions into software, equipment and processes for students using the technical area.
- To provide feedback to Course Leaders, Technical Coordinators and Technical Managers regarding service levels and student requirements and actively contribute to improving student experiences in the technical area.
 - To contribute, as a member of the technical team, to the development of technical resources and knowledge in the technical area, including assisting curriculum planning, research and commercial activities.
 - To contribute and collaborate with technical team members, as required, to ensure the key priorities and levels of service are met successfully.
 - To ensure compliance with health and safety requirements through risk and COSHH assessments of equipment and materials used in the technical area.
 - To contribute to planning, development and delivery of learning activities supporting student learning and research, liaising with Course Leaders and academic staff informally and formally in course meetings.
 - To provide formal or informal sessions to students that may include demonstration, instruction with a process/technique, coaching with the development and proficiency of a particular skill, technique or process.
 - To contribute to the project planning and delivery of exhibitions and events within the college, including:
 - assisting with setup and testing of supported projects for exhibitions;
 - liaising with academics, students and events teams regarding technical requirements, availability of equipment and health & safety considerations for shows and other events;
 - providing technical support and assistance with equipment for other events (e.g. open days, hosted meet-ups) where needed.
 - To work at an agreed level within the terms of the glossary of key terms (describing teaching & learning relationships between technicians and students). This may include workshops, directed learning and collaborations with other technical areas. This will include inductions into software, equipment and processes for students using the technical area.

- To continuously develop skills and knowledge in relevant areas through research, experimentation and professional practice projects in order to maintain an understanding of the changing and developing nature of the area of virtual reality design and development.
- To diagnose and resolve problems of a highly technical, complicated nature that involve research, testing and documentation of problematic scenarios.
- To identify and procure equipment and materials for the technical area, as agreed with the Technical Coordinator and Technical Manager, and the maintenance, repair and renewal of existing equipment where necessary.
- To liaise internally and externally with professionals and recognised practitioners and artists, attend conferences and exhibitions to share and develop ideas, knowledge and expertise that can be translated to support for learning and research activities.
- To be involved with the design, production and development of appropriate teaching and learning materials to suit stakeholder courses by identifying developing areas of interest or need in specific relevant technologies amongst staff and students and working to revise existing workshops or write new ones as needed.

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships

- Head of Technical Resources
- Technical Resources Manager
- Technical Coordinator – Digital Arts
- Team members
- Technical staff
- Course staff
- University and College staff
- Suppliers and industry partners

Specific Management Responsibilities**Budgets**

Access to Animation budget

Staff

None

Other

Shared responsibility for safety of users and security of equipment in the immediate working environment.

Signed: Christopher Purday
Head of Technical Resources
Recruiting Manager

Date of last review: February 2021

HERA Ref: SICOM Tech 3

Person Specification	
Specialist Knowledge/ Qualifications	<p>Undergraduate degree or equivalent experience in a relevant field, such as:</p> <ul style="list-style-type: none"> • Animation • VFX • 3D Computer Animation • Game Arts <p>Advanced understanding of production pipelines, workflows and best practices in animation and related industries.</p> <p>Knowledge of Health and Safety related to production environments (e.g. safe use of lights and cameras, working at height)</p> <p>Teacher Training qualification – Desirable</p>
Relevant Experience	<p>Experience in <u>at least two</u> of the following areas:</p> <ul style="list-style-type: none"> • Traditional and digital 2D animation techniques including knowledge of rostrum and multiplane cameras and software (e.g. ToonBoom, TVPaint) • Stop-motion animation techniques including knowledge of lighting and camera equipment and software (e.g. DragonFrame) • 3D animation techniques including the use of motion capture equipment and software (e.g. Maya, Cinema4D, Zbrush, Substance Painter) • VFX techniques including knowledge of lighting and camera equipment and shooting on green screen, software and pipelines (e.g. Nuke, Houdini, Unreal Engine) <p>Experience of working within higher education or within an industry relating to animation, 3D computer animation, or visual effects.</p> <p>Experience of working in Windows and macOS.</p>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Planning and Managing Resources	Effectively plans, prioritises and organises work to achieve objectives or projects on time.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers.
Creativity, Innovation and Problem Solving	Identifies innovative and creative solutions to resolve problems.

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

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