

<b>Job Title</b> Digital Arts (Animation) Support Technician	<b>Salary</b> £29,358 - £35,839
<b>Contract Length</b> Permanent	<b>Hours/FTE</b> 35
<b>Grade</b> 3	<b>Location</b> Elephant & Castle
<b>Accountable to</b> Technical Coordinator Digital Arts	<b>College/Service</b> London College of Communication
<p><b>Purpose of Role</b> 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 assistance, support and advice concerning the use and maintenance of specialist technical equipment throughout the Digital Arts technical strand.</p>	
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• 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"> <li>○ setup and safe use of lights and cameras for stop motion and green screen shooting</li> <li>○ use of rostrum and multiplane cameras</li> <li>○ use of motion capture equipment and software</li> <li>○ use and troubleshooting of specialist 2D and 3D animation software</li> </ul> </li> <li>• 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 Specialist Technicians.</li> <li>• 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.</li> <li>• To monitor student health and safety across workspaces in the area as appropriate</li> <li>• To advise the Technical Coordinator on the procurement of new IT hardware and software.</li> <li>• To provide assistance and advice to students within own levels of expertise, escalating queries to senior colleagues where required and reporting complaints where necessary.</li> <li>• To assist with the successful operation of booking systems for equipment, spaces and other resources.</li> <li>• To contribute to the delivery of exhibitions and events within the college, including: <ul style="list-style-type: none"> <li>○ assisting with the preparation and setup of supported projects for exhibitions;</li> <li>○ assisting with the securing of technical equipment used in shows;</li> <li>○ assisting with the subsequent dismantling and tidy-up;</li> <li>○ providing technical support and assistance with equipment for other events (e.g. open days, hosted meet-ups) where needed.</li> </ul> </li> </ul>	

- To develop expertise with the use of specialist software, equipment and practices, acquiring skills and knowledge by learning from team members, self-directed learning or attending internal or external training courses where deemed relevant.
- To keep up-to-date with new and developing technologies and practices by carrying out simple investigations, sourcing information, reading relevant online or printed literature.
- To assist team members with the selection and introduction of new processes and developments in response to the changing needs of the Moving Image and Digital Arts programme.
- To carry out basic and routine maintenance procedures with guidance from more senior team members.
- To perform routine housekeeping activities to ensure that all work areas remain in a safe, orderly and hygienic condition.

### **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 Digital Arts 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 1

Person Specification	
Specialist Knowledge/ Qualifications	<p>Undergraduate degree or equivalent experience in a relevant field, such as:</p> <ul style="list-style-type: none"> <li>• Animation</li> <li>• Digital Arts</li> <li>• 3D Computer Animation</li> <li>• Game Arts</li> </ul> <p>Understanding of production pipelines, workflows and practices in animation and related industries.</p>
Relevant Experience	<p>Experience in at least <u>one</u> of the following areas:</p> <ul style="list-style-type: none"> <li>• Traditional and digital 2D animation techniques including knowledge of rostrum and multiplane cameras and software (e.g. ToonBoom, TVPaint)</li> <li>• Stop-motion animation techniques including knowledge of lighting and camera equipment and software (e.g. DragonFrame)</li> <li>• 3D animation techniques including the use of motion capture equipment and software (e.g. Maya, Cinema4D, Zbrush, Substance Painter)</li> </ul> <p>Experience of working within higher education or within an industry relating to animation, 3D computer animation, or visual effects - Desirable</p> <p>Experience of working in both 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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