



Animation & Digital Arts Production Spec Job Description

JOB INFORMATION

Job Code:	129259
Job Title:	Animation & Digital Arts Production Spec
FLSA Status:	Non-Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Cinema/Film
Job Family Group:	Cinematic Arts
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides advanced or specialized studio/laboratory/facility technical expertise to support faculty, students and staff in the animation and digital arts division of the School of Cinematic Arts. Coordinates the physical production resources of the animation and digital arts division. Provides career and limited placement services and coordinates student events. Evaluates student situations and requests regarding production budget and takes appropriate action. Provides leadership and guidance to staff, teaching assistants and student workers.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge and experience in animation and digital production.
X		Knowledge of student services.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides advanced or specialized studio/laboratory/facility technical expertise to support faculty, students, and staff of the animation and digital arts division.				
Plans and coordinates lab exercises, lectures and demonstrations with lecturers. Instructs students, staff, and/or lecturers in the use of special equipment and facilities in studio/laboratory/classroom setting.				
Provides leadership and guidance to staff, teaching assistants and student workers. Assists in training and scheduling work assignments. Sets priorities and timelines. Monitors work and provides performance feedback to the chair and faculty. Submits and checks timesheets.				
Directs resident and/or guest technicians and artists who use facilities to ensure proper handling of technical equipment and materials.				
Supervises operation and maintenance of several studio/ laboratory/facilities in the school. Provides advice on digital setup or animation, equipment acquisition or enhancement, laboratory operation, monitoring, and maintenance. Schedules studios/facilities/classrooms to meet needs of students and faculty. Designs, creates, fabricates, constructs and/or adapts equipment and materials to meet specific needs of the animation and digital arts facility.				
Contributes to the development and implementation of studio/laboratory/facility procedures and policies. Ensures compliance with health and safety standards of operation.				
Liaises and coordinates digital production facilities and bookings on behalf of the students with other departments within and outside the school.				
Controls and monitors equipment and supplies inventory. Approves supply orders and negotiates directly with vendors as appropriate.				
Gathers financial data used to develop a budget. Monitors expenses for digital materials, supplies, repairs, maintenance and animation studios. Authorizes expenditures. Provides budget and estimate reports to the chair.				
Assists in the planning and execution of recruitment strategies for the school. Represents same at university recruiting events. Coordinates recruitment activities with the university admissions office. Researches demographics, plans outreach programs with industry academia and the arts. Cultivates network of studios and education programs for potential internship opportunities and potential job placements for the students. Recommends visiting scholars, industry representatives and academics to the tenured faculty and chair.				
Provides career information and limited placement services for students and alumni. Plans career events. Maintains employer directories and career resource information.				
Evaluates student situations and requests regarding production budget and takes appropriate action. Identifies and recommends scholarship recipients based on eligibility requirements. Monitors division production budget for every MFA and undergraduate student. Recommends teaching and research assistant appointments to the tenured faculty, matching abilities and background to assignments.				
Evaluates student problems, academic, administrative or personal, and refers student to appropriate student services office for additional counseling. Liaises with other offices on behalf of students to facilitate problem resolution.				
Plans and coordinates student events including commencement, orientation, receptions, and First Look production related screening. Contracts with vendors for services and attends and oversees events to ensure arrangements are handled as planned.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.