



## JOB INFORMATION

Job Code:	165679
Job Title:	Technical Artist III
FLSA Status:	Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Technical Artist
Job Family Group:	Arts Production Support
Management Level:	7 Individual Contributor

## JOB SUMMARY

Researches, conceptualizes, and creates 2D and 3D computer graphic assets using off-the-shelf and/or proprietary software. Assists in forming policy and norms regarding the creation, modification, enhancements and standards while maintaining pipelines for art assets. Assists in creating, maintaining and describing newly developed processes. Works directly with engineers, programmers, art directors, other artists, content designers, and researchers to pioneer, enhance, and advise on technical issues relating to art and to achieve team and project goals, including the integration, definition and meeting of requirements for art assets. Utilizes technical and creative resources to achieve consistency of art throughout project while meeting all project requirements such as budget, schedule, aesthetic, and technical matters. Provides leadership, guidance and direction to junior team members, both internal and external.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study	
X		Specialized/technical training		Or
X		Bachelor's degree		
	X	Bachelor's degree	in related field(s)	

### 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		Experience and proficiency using off-the-shelf art 2D and 3D development tools.
X		Strong design knowledge and experience creating art assets. Knowledge and a strong understanding of multi-media scripting.
X		Understanding of programming and advanced rendering techniques. Knowledge of character/vehicle rigging, skinning and animation.
X		Demonstrated 3D modeling and texturing skills. Demonstrated content and asset management source control.
X		Knowledge and understanding of the principles of animation, cinematography and video editing/compositing. Must be able to meet deadlines and work with minimal direction.

## Other Job Factors

### JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Researches, conceptualizes, and creates 2D and 3D computer graphic assets using off the-shelf and/or proprietary software.				
Provides leadership, direction and guidance to junior team members regarding overall aesthetics of project. Assists with training team members. Models and textures 3D architectural environments such as buildings, settings, terrains, etc., modes of transportation, objects/props, and other art related needs to complete the aesthetic vision.				
Creates and retargets animation for characters, vehicles, and props using existing or custom rigs. Creates storyboards to show new concepts. Creates new rigs and defines standards.				
Constructs environments using mapping, scale, proportion and lighting to realize the artistic goals.				
Provides leadership, guidance and direction to technical and creative personnel to achieve consistency of art throughout the project while meeting all project requirements such as budget, schedule, aesthetic and technical matters.				
Designs and creates new art tools with programmer assistance. Tests and/or coordinates testing for new tools and/or features. Evaluates and recommends tools for use by the art team.				
Analyzes, evaluates and initiates streamline processes and features needed to improve production. Assists in describing newly developed processes. May assist in implementing processes and training others on utilization of processes, as needed.				
Creates, modifies, enhances, standardizes, and maintains pipelines for art assets and seeks out inefficiencies and problems. Makes recommendations and/or creates solutions to identified problems.				
Assists with selection, evaluation and the interviewing of artists for team. Manages budget and task allocations within the art team, both internal and external. Reviews work for compliance to standards.				
Solves pre-production and production issues by applying technical expertise to ensure art assets meet project requirements. Identifies problems in current systems, produces test cases, determines best course of action and implements fixes.				
Communicates technical issues to programming staff and facilitates communication between the artists and programmers.				
Creates, maintains and implements naming conventions, directory structures and asset management. Documents processes and assists with defining production pipeline standards.				
Establishes, builds, and maintains vendor relationships and attends vendor/industry sponsored events to identify and communicate industry trends, features and techniques.				
Facilitates and assists with training other technical artists, both internal and external.				
Consults with technical personnel. Writes tutorials as necessary and maintains art pipeline process documentation.				

**JOB ACCOUNTABILITIES**

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars.				

**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 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.		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 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	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.