**UNIVERSITY OF SOUTHERN CALIFORNIA**

Animation and Digital Arts Production Specialist

**Job Code: 129259**

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**Grade:** I  
**OT Eligible:** Yes  
**Comp Approval:** 10/17/2013

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**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 ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>% TIME</th>
<th><strong>E/M/NA</strong></th>
<th>Provides advanced or specialized studio/laboratory/facility technical expertise to support faculty, students, and staff of the animation and digital arts division.</th>
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<tbody>
<tr>
<td></td>
<td>I</td>
<td>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.</td>
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<td></td>
<td>I</td>
<td>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.</td>
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<td></td>
<td>I</td>
<td>Directs resident and/or guest technicians and artists who use facilities to ensure proper handling of technical equipment and materials.</td>
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<td>I</td>
<td>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.</td>
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<td>I</td>
<td>Contributes to the development and implementation of studio/laboratory/facility procedures and policies. Ensures compliance with health and safety standards of operation.</td>
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<td>I</td>
<td>Liaises and coordinates digital production facilities and bookings on behalf of the students with other departments within and outside the school.</td>
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<td>I</td>
<td>Controls and monitors equipment and supplies inventory. Approves supply orders and negotiates directly with vendors as appropriate.</td>
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<td>I</td>
<td>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.</td>
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</table>
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.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

<table>
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<tr>
<th>Essential</th>
<th>No</th>
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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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor’s degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

3 years

**Minimum Field of Expertise:**

Knowledge and experience in animation and digital production. Knowledge of student services.
Preferred Education:
  Master's degree

Preferred Experience:
  5 years

Skills: Administrative:
  Assemble and organize numerical data
  Balance figures
  Communicate with others to gather information
  Compose letters
  Coordinate events
  Coordinate work of others
  Gather data
  Prioritize different projects
  Research information
  Understand and apply policies and procedures
  Use computerized spreadsheets
  Use database and/or word processing software
  Verify calculations

Skills: Other:
  Analysis
  Assessment/evaluation
  Conceptualization and design
  Consulting
  Knowledge of applicable laws/policies/principles/etc.
  Lead/guidance skills
  Negotiation
  Organization
  Problem identification and resolution
  Project management
  Scheduling
  Teaching/training

Skills: Machine/Equipment:
  Calculator
  Computer network (department or school)
  Computer network (university)
  Computer peripheral equipment
  Fax
  Personal computer
  Photocopier

Supervises: Level:
  Leads one or more employees performing similar work.
SIGNATURES:

Employee: ___________________________ Date: ___________________________
Supervisor: __________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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