



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Animation Officer, Digital Education Service



Salary: Grade 5 (£22,214 – £25,728 p.a.)

Reference: CSDLS1020

Fixed-term for three years (due to uncertainty of future funding)

Animation Officer

Digital Education Service, Corporate Services

Are you a skilled animator with up to date knowledge of current and emerging visual effects technologies? Do you have proven experience of working in both 2D and 3D?

We are looking for someone with an innovative and creative approach to the creation of unique, immersive and transformative user experiences to join our creative team. You will help the team to shape new and engaging learning journeys through the development of animations and motion graphics to enhance the work of our Course Design Team.

You will work collaboratively to develop memorable user activities and reusable templates with the University's Virtual Learning Environment (VLE) and other online learning platforms.

This exciting role will suit a dynamic individual with proven experience of animation and design, accompanied by excellent communication and organisational skills.

What does the role entail?

As an Animation Officer your main duties will include:

- Assisting in the production of animation and motion graphics assets for use in a wide variety of educational videos;
- Assisting in the creation of storyboards that depicts the script and narrative;
- Creating 2D and 3D sketches, artwork or illustrations; design models, backgrounds, sets, characters, objects and environments;
- Developing the timing and pace of animated characters and objects to a given script or audio soundtrack;
- Recording dialogue and working with editors to composite the various layers of animation (backgrounds, special effects, characters and graphics) in order to produce the finished content;
- Working to production deadlines and meet production staff and learning designers' project requirements;



- Working as part of a creative team, sharing ideas and offering regular insight and feedback;
- Remaining informed of the latest technological developments in animation and motion graphics and generating new ideas or techniques to utilise these developments;
- Being mindful of creating efficient, re-usable assets and animations.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

You will have:

- An advanced knowledge of Adobe Creative Suite (Illustrator, After Effects, Photoshop, Premiere Pro) and Cinema 4D;
- A strong portfolio of work including an animation show-reel;
- A relevant qualification in animation, design and/or motion graphics or substantial relevant experience;
- Proven ability to produce high-quality, innovative animation and motion graphics materials;
- Comprehensive and up-to-date knowledge of animation and motion graphics software and platforms;
- An ability to engage with, and deliver to, a wide base of customers/clients;
- Experience of presenting your ideas to colleagues and clients in a professional manner;
- Experience of working as part of a team;
- An ability to work under pressure to meet deadlines, including the prioritisation and balance of workloads;
- An ability to maintain accurate and detailed records;
- An understanding and awareness of accessibility, privacy, intellectual property and copyright.

You may also have:

- Experience of working in an academic environment.



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Carol Elston, Digital Learning Manager

Tel: +44 (0)113 343 8819

Email: c.a.elston@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

