

## **Job Advert Copy – E-Learning Animator**

Backstage Academy is uniquely positioned right at the heart of Production Park, Europe's leading Live Industry destination. We provide the best possible training for the live events sector, with fantastic industry links and state-of-the-art production facilities.

As a privately funded organisation, we bridge the gap between industry and education, working closely with leading professionals to respond quickly to current skills shortages and write training programmes in line with specific demands. We provide relevant, up-to-date training so that students get a real taste for what life is like in the backstage entertainment industry, with a focus on employability.

**At Backstage Academy, you don't just **learn** it. You **live** it.**

### **The Role**

The role of E-Learning Animator will be part of a newly formed e-learning department responsible for delivering engaging and inspiring educational content for the live events industry on Backstage Academy's new e-learning platform.

We are looking for a disciplined and artistic individual with a firm grasp on animation techniques, fundamentals, and software. The animator will read through scripts and speak with clients to understand project needs, create storyboards and animations, and assist in the editing process. You should be collaborative, knowledgeable, and reliable.

On a day-to-day basis you will be creating motion graphics and animating presentations to bring educational content to life for delivery through our e-learning platform as well as working with the wider creative team to combine animated graphics with video footage.

We ensure the success of our courses through constant meaningful collaboration with the wider creative industries, on Production Park - **#Where Live Industry Lives**

**For more information on Backstage Academy - <https://www.backstage-academy.co.uk>**

**Closing Date for Applications – 09:00 01/09/21**

**Interviews will be arranged for early Sept**

### **Benefits of joining the Backstage Academy team:**

- 25 days holiday + Bank Holidays
- Pension
- Life Assurance
- Employee Lunches provided
- Voluntary Health Cash Plan
- Employee Assistance Programme (24/7 mental health & wellbeing support, financial advice & legal information, childcare support & family issues advice etc.)
- Free car parking
- Cycle to work scheme
- Staff development and training opportunities

<b>Backstage Academy</b>	<b>Job Description</b>
<b>POST TITLE:</b> E-Learning Animator (1 FTE)	<b>REFERENCE:</b> BSA2021- 60
<b>AREA OF WORK:</b> Backstage Academy	<b>DATE COMPILED:</b> July 2021
<b>SALARY RANGE:</b> Dependant on experience	<b>HOURS PER WEEK:</b> 40 Hrs
<b>PROBATION PERIOD:</b> 10 Months	<b>STANDARD WORKING HOURS:</b>  08:30-17:30 Monday – Friday  (Occasional weekend and evening work will be required)
<b>NOTICE PERIOD:</b> 3 Months	<b>START DATE:</b> ASAP
<b>HOLIDAY ENTITLEMENT:</b> 25 days & Bank Holidays	<b>END DATE (If applicable):</b> N/A
<b>FIXED TERM or PERMANENT CONTRACT:</b> Permanent	
<b>IMMEDIATE LINE MANAGER:</b> E-Learning Manager	
<b>DESIGNATION OF ANY STAFF LINE MANAGED BY THE POST HOLDER:</b> None	
<b>JOB PURPOSE:</b>  The role of E-Learning Animator will be part of a newly formed e-learning department responsible for delivering engaging and inspiring educational content for the live events industry on Backstage Academy's new e-learning platform.  We are looking for a disciplined and artistic individual with a firm grasp on animation techniques, fundamentals, and software. The animator will read through scripts and speak with clients to understand project needs, create storyboards and animations, and assist in the editing process. You should be collaborative, knowledgeable, and reliable.  On a day-to-day basis you will be creating motion graphics and animating presentations to bring educational content to life for delivery through our e-learning platform as well as working with the wider creative team to combine animated graphics with video footage.	
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES:</b>  Within the scope of the above job purpose:  <b>Main Responsibilities</b> (in collaboration with the E-Learning Manager and other colleagues): <ul style="list-style-type: none"> <li>Collaborating with the client and production team members to understand needs, review scripts, design storyboards, and create and edit animations.</li> </ul>	

- Using software and other techniques to produce animations.
- Listening to feedback and altering animations to better suit client needs.
- Ensuring that the final product aligns with the needs of the client and is delivered on time without exceeded the budget.
- Presenting the final animated piece to clients for their approval.
- Using creativity and artistic techniques to tell a story or provide information in visual form.
- Researching industry trends and developments and learning new applications.
- Deliver on creative briefs to a high-standard, on brand and on time.
- Contribute to and regularly lead on creative discussions on new animation projects and manage the production process from concept to delivery.
- If required, work with the rest of the e-learning team to edit, maintain and upload content onto our e-learning platform and other channels.
- Organise and maintain an effective and accessible filing system of digital assets.
- Prioritise and schedule work effectively, anticipating problems and adjusting the allocation of resources and time accordingly.
- Keep abreast of emerging marketing and design trends that could enhance marketing activities and content production.
- Any other reasonable duties as required by the E-Learning Manager.

### **SPECIAL REQUIREMENTS**

The post-holder will be expected to work evenings and weekends when required, with time off in lieu.

All staff are expected to comply with Backstage Academy's Health and safety and Equal Opportunities policies in the performance of their duties.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Production Park		Person Specification	
Post Title: E-Learning Animator		Reference: BSA2021- 60	
Area of Work: Backstage Academy			
Attributes	Essential	Desirable	Assessed at Application (A) or Interview (I)
Knowledge			
Fluent in industry-standard software such as Adobe Photoshop, Premiere Pro and After Effects	X		(A, I)
Understanding of animating presentations and other 2d content	X		(A, I)
Understanding of Cinema 4D		X	(A, I)
Awareness & understanding of issues relating to design.	X		(A, I)
Understanding of the creative industries		X	(A, I)
IT Literate (MS Office, emails, internet & social media use)	X		(A, I)
Organisational and personal skills			
Excellent media management skills to ensure all captured and edited content is organised, archived and easily obtainable	X		(A, I)
Ability to work autonomously (with direction)	X		(A, I)
Exceptional eye for detail	X		(A, I)
A friendly professional manner and appearance	X		(A, I)
Proactive approach to problem solving.	X		(A, I)
Self-motivated, ambitious and results orientated with an ability to thrive under pressure	X		(A, I)
Strong interpersonal skills and experience of dealing directly with a wide variety of people.	X		(A, I)
Flexible approach to working, excellent time management skills.	X		(A, I)
Ability to work independently, as well as in a team.	X		(A, I)
Positive attitude and an eagerness to learn	X		(A, I)

Considerable personal initiative, professional approach and judgement in interpreting course of action and setting priorities	X		(A, I)
Ability to provide leadership in the area of logistical and administrative support.	X		(A, I)
Demonstrable commitment to developing new skills and personal professional development	X		(A, I)
<b>Qualifications</b>			
Educated to degree level in a design/creative subject area	X		A
Full driving licence		X	A
<b>Experience</b>			
Significant experience of animation	X		(A, I)
Provable experience of creating and inserting static and motion graphics into video	X		(A, I)
Significant experience of creating content for educational purposes	X		(A, I)
Experience with the Adobe Creative Suite	X		(A, I)

This is a description of the role requirements as it is presently constituted. It is the Academy's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

### Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.