**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>StoryFutures Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Media Arts / Centre for Digital Creativity</td>
</tr>
<tr>
<td><strong>Job type</strong></td>
<td>Professional / specialist</td>
</tr>
<tr>
<td><strong>Grade:</strong></td>
<td>Grade 7</td>
</tr>
<tr>
<td><strong>Accountable to:</strong></td>
<td>StoryFutures Director / Head of Production Facility</td>
</tr>
<tr>
<td><strong>Accountable for:</strong></td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Purpose of the Post**
To facilitate creative and collaborative video game design and related processes through provision of technical support, data management, operational skills training, and specialist advisory support to the Centre's students, staff and partners.

**Key Tasks**

- Technical and operational management of the Centre's video game design facilities, including resource scheduling, management of physical and digital assets, ensuring effective project communication between partners, and playing a leading role in the planning, acquisition, and provision of specialist resources.

- Providing specialist support for the processes that form game design, including coding, motion capture, virtual/augmented/mixed reality, animation, visual effects, digital artwork, sound recording/ sound design, and quality control.

- Managing the Centre's specialised LAN infrastructure, in liaison with the Interactive Media Technician, the College IT service, and appointed contractors, including administrative management of specialist media server system in accordance with industry best practice with regard to security of digital media assets.

- Liaising with academic staff with regard to resource planning for the Centre's expanding offer of taught programmes, initially BA Video Games Design, MA Immersive Story, MA Animation, and MSc Immersive Technology.

- Maintenance of video game workstations and related equipment and systems, in particular workstation performance, software and firmware upgrades, etc. to ensure optimum and consistent service provision across all workstations offered by the Centre.
Organisation and management of portable equipment used for field work, including 360 camera systems, binaural sound recording equipment, smart suits, etc., including maintaining loan records.

Liaising with and providing operational assistance for StoryFutures Technician and other members of the Media Arts Technical Team. This will require operational familiarity with the Audience Research lab, immersive listening, and sound recording equipment and facilities.

Maintaining a high level of cultural awareness of video game products, including popular commercial games and emerging technologies for creation of gaming experiences.

Leading, with StoryFutures Academy Technician, support for on-site needs of creative industries partners, including basic service level support for companies hosted in the Centre of Digital Creativity/StoryFutures.

Build, maintain and update databases of participants involved in StoryFutures Academy projects, including utilising dashboards, as necessary to meet reporting requirements.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

- Director of StoryFutures
- Head of Production Facility/ Media Arts Centre support staff
- StoryFutures Manager
- Centre for Digital Creativity academic staff and research students
- *StoryFutures* partner organisations, both on and off site
- Other Media Arts academic and administrative staff
- Staff and students in partner academic departments