## JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>StoryFutures Academy Technician</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Media Arts / Centre for Digital Creativity</td>
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<tr>
<td><strong>Job type</strong></td>
<td>Professional / specialist</td>
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<tr>
<td><strong>Grade:</strong></td>
<td>Grade 7 (0.5 FTE)</td>
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<tr>
<td><strong>Accountable to:</strong></td>
<td>StoryFutures Director / Head of Production Facility</td>
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<tr>
<td><strong>Accountable for:</strong></td>
<td>n/a</td>
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### Purpose of the Post
To facilitate creative and collaborative development of immersive story experiences through provision of technical support, data management, operational skills training, and specialist advisory support to the Centre’s research students, staff and partners.

### Key Tasks
- Technical and operational management of the Centre's immersive lab facilities, including the Audience Research lab, teaching lab, immersive listening, and sound recording spaces. This includes 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 in the creation, development, and testing of new immersive experiences, with particular insight into appropriate sensory technologies for particular applications and audience manipulation of virtual content.
- Maintenance of lab environment equipment and systems, including software and firmware upgrades, to ensure the facilities are fit for purpose and responsive to research needs.
- 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 Video Games Design labs and related equipment and facilities.
- Maintaining a high level of cultural awareness of immersive storytelling, including virtual, augmented and mixed reality experiences, 360 video, binaural sound, gaming and simulation environments, haptic and other emerging technologies.
Supporting 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