JOB DESCRIPTION

Job Title:	StoryFutures Data Technician
Department /Faculty:	StoryFutures / PDA
Grade:	RHUL 7
Hours:	35 Hours a week
Reporting to:	Programme Manager
Responsible for:	Management of Assets for StoryTrails

Project Background
The role sits within the Media Arts Department as part of the StoryFutures Catalyst, the home for two nationally significant collaborations between Universities and the UK's Creative Industries. StoryFutures and StoryFutures Academy – the National Centre for Immersive Storytelling - mission is to grow the UK's immersive economy and ensure that the UK's creative workforce is the most skilled in the world in the use of AR, VR, MR and real-time production technologies. StoryFutures, StoryFutures Academy and their partners have been commissioned by UnBoxed, a festival of UK creativity in 2022, to run the StoryTrails project, an ambitious experiment in film, broadcast and augmented reality that will combine public archives, with immersive storytelling, and ask, who are we? Where did we come from and where are we headed? The project will draw on the partnership between the British Film Institute and their world-leading heritage in film, Uplands TV and broadcaster and film-maker, David Olusoga. Our partnership also includes design-led cultural experts ISO Design, immersive experience producers Nexus Studios, and placemakers and event specialists Produce UK. With the support of The Reading Agency and their network of libraries, we plan to engage communities across the UK. Our project will run a campaign across the year combining real-world events with immersive experiences, supported by film, television and digital channels across the BBC, BFI and national libraries to inspire, collect and curate our history.
Job Purpose
The Data Technician is responsible for overseeing establishing, overseeing and maintaining a high-performance data management system and highly efficient workflow related to the audio-visual assets for the StoryTrails project. The post will lead data management of assets across various workstreams and platforms to ensure that information and data is clearly labelled, organised, managing access and security across multiple users and partners. Working across archive from the BBC and BFI, via the Frame.io platform, and new scanning technologies from mobile devices, across the SketchFab platform, the post holder will assist creative makers working across the country, archivist, designers and

production personnel in ensuring data is interoperable throughout the production workflow. The post-holder will need to manage data in a workflow that is iterative rather than linear as well as ensuring data integrity for legacy uses.

The systems we will be working with include Frame.IO, Adobe Creative software ie Audition, Photoshop etc. Dropbox and a familiarity with these and other software is desirable.

Key responsibilities and outcomes: (most frequent duties first)

1. Establish the workflow between different points of the production pipeline, including creatives working remotely on locations across the UK and partner organisations Nexus, ISO Design, the BFI, BBC and internal StoryFutures team members.

2. Acquiring deep, relevant, and up to date knowledge of data management systems, in order to propose a well-informed, highly suitable solution to data management for this complex project ensuring solution work across all outputs and delivers for all partners involved.

3. Diagnostic support, advisory and operational support, including training and producing instructional content (eg data management guide), for data management across platforms including dropbox, Frame.IO, SketchFab, and others.

4. Liaising with senior team, team colleagues, and partners in planning and running data management throughout project and post project wrap up

5. Acting as the system administrator for managing end user accounts and ensuring efficient operating processes, all team members involved adhere to these processes

6. Creating a system for, and managing all, workflow of assets for the project though the data management storage system including creation and maintenance of a tracking system/coding system to ensure clarity on status of all assets at all times.

7. Tracking equipment required for asset gathering (such as audio kit/ video kit etc) including records of equipment serial numbers, any software licensing, subscription, and installation arrangements, maintenance routines, and peripherals, as location kit is stored, sent to, via which delivery mode, when received, and returned.

8. Maintenance tasks for data management systems, including updates, and any security concerns relating to the data.

9. Ensure data system and workflow allows for provision for overnight and weekend access, and ensures compliance with security and data protection requirements

10. Advising on or conducting digital media file conversions in order to deliver end product or remedy issues with workflow processes

11. Supporting teams inside StoryFutures and liaising with partner companies outside. You will be expected to support these teams by ensuring content is logged and labelled correctly, and that partners have the right file formats they need.

12. As the role develops you may be required to support teams working on location across the UK and support event data management and general technical set up.

Other duties:

1. To provide technical expertise and advice to other StoryFutures College projects.

2. To keep abreast of new technology and to develop such skills as are required to remain effective in this role.

3. To undertake any other tasks reasonably requested by line management.

4. Travel across the UK for event and/or production support

Internal and external relationships:

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

- StoryFutures partner organisations
- The broader StoryFutures teams including technical team, researchers and producers
- Commercial and public funding organisations
- Suppliers and venues for event production