



USC University of Southern California

Technical Artist I Job Description

JOB INFORMATION

Job Code:	165671
Job Title:	Technical Artist I
FLSA Status:	Non-Exempt
Supervisory:	May oversee student and/or temporary workers.
Job Family:	Technical Artist
Job Family Group:	Arts Production Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Assists in research and creation of 3D computer graphic assets using off-the-shelf and/or proprietary software. Creates, modifies, enhances, standardizes, and maintains pipelines for art assets. Assists in describing newly developed processes. Works directly with engineers, programmers, art directors, other artists and designers, and researchers to enhance and provide suggestions on technical issues relating to art and to achieve team and project goals, including the integration and meeting of requirements for art assets. Balances technical and aesthetic requirements. Utilizes technical and creative resources to achieve consistency of art throughout project while meeting all project requirements such as budget, schedule, aesthetic, and technical matters.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Associate's degree	
X		Specialized/technical training	
	X	Bachelor's degree	in related field(s)

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	
	X	3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience and proficiency using off-the-shelf art 3D development tools.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Strong design knowledge and experience creating art assets that meet requirements.
X		Knowledge and a strong understanding of multi-media scripting.
X		Understanding of programming and advanced rendering techniques.
X		Knowledge of character/vehicle rigging and skinning.
X		Demonstrated 3D modeling and texturing skills.
X		Demonstrated content and asset management source control.
X		Knowledge and understanding of the principles of animation.

Other Job Factors

- Evening or weekend work may be necessary to meet deadlines or solve specific problems.

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Assists in research and creation of 3D computer graphic assets using off-the-shelf and/or proprietary software.				
Assists in modeling and texturing 3D architectural environments such as buildings, settings, terrains, etc., modes of transportation, objects/props, and other art related needs.				
Assists in creating and retargeting animation for characters, vehicles, and props using existing or custom rigs. Creates storyboard to show new concepts.				
Constructs environment using mapping, scale, proportion and lighting.				
Utilizes technical and creative resources to achieve consistency of art throughout project while meeting all project requirements such as budget, schedule, aesthetic, and technical matters.				
Designs and creates new art tools with programmer assistance. Tests and/or coordinates testing for new tools and/or features. Evaluates and recommends tools for use by the art team.				
Assists in analyzing, evaluating and initiating streamline processes and features needed to improve production. Assists in describing newly developed processes. May assist in implementing processes and training others on utilization of processes, as needed.				
Creates, modifies, enhances, standardizes, and maintains pipelines for art assets and seeks out inefficiencies and problems. Makes recommendations and/or creates solutions to identified problems.				
Assists in solving pre-production and production issues by applying technical expertise to ensure art assets meet project requirements. Identifies problems in current systems, produces test cases, determines best course of action and implements fixes.				
Communicates technical issues to programming staff and facilitates communication between the art and programming.				
Creates, maintains and implements naming conventions, directory structures and asset management.				
Establishes and maintains vendor relationships and attends vendor/industry sponsored events to identify and communicate industry trends, features and techniques.				
Stays informed of new developments and technologies.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.