**Job Description**

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| **Job title** | Creative Producer, CAMERA Motion Capture Innovation Studio |
| **Department/School** | Computer Science |
| **Job family** | Managerial and Specialist Administration |
| **Grade** | 7 |
| **Duration** | 1.0FTE (fixed-term until 30/11/2022) |
| **Reporting to** | The CAMERA Centre Manager and the Director of CAMERA (Prof. Darren Cosker). However, the post-holder will have considerable autonomy and will be expected to show substantial personal initiative. |
| **Responsible for** | None, although day-to-day supervision of other staff e.g. secondees, visitors or potential future hires where required. |
| **Location** | Bristol and Bath region. Primarily University of Bath, with regular travel to The Bottleyard Studios, South Bristol. |

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| **Background and context** |
| The University of Bath is an international leader in motion capture and analysis, with high profile research centres including the Centre for the Analysis of Motion, Entertainment Research and Applications (CAMERA). The aim of CAMERA is to create research impact in the areas of Entertainment, Human Performance Enhancement (e.g. Sport and Training) and Assistive Technologies (e.g. Health). CAMERA has a state of the art motion-capture studio, including a range of full body and facial Vicon optical capture systems and multi-camera 4K arrays to support its research. CAMERA researchers work across the Departments of Computer Science and Health, with a common technical requirement for high end motion capture and analysis.  The University has now been awarded funding from the European Structural Investment Fund (ESIF) for a new motion capture facility, to be established in South Bristol. The facility will work with regional small to medium sized companies and be a conduit for the research and innovation activity on campus to be transferred to companies to innovate and grow. The project includes partners including Bristol Old Vic Theatre School, Bath Spa University and Radium Audio. |

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| **Job purpose** |
| We are seeking a highly engaging and enthusiastic individual with a keen interest in creative technology to lead the external relationship management of the newly formed motion capture innovation studio. The post holder will be expected to:   * Support the delivery of the CAMERA Motion Capture Innovation Studio by acting as producer to our engagements providing expert knowledge, facilities, linkage and brokerage assistance to creative and healthcare businesses. * Encourage and manage enquiries for business support to the MCIS and perform initial triage of businesses and their innovation needs * Lead coordination and delivery of our partner workshop series (supported by project assistants) * Engage with University academics and build an understanding of what potential support could be offered to companies and to help identify future partnership opportunities. * Manage positive relationships with The Bottleyard Studios site management and our delivery partners. |

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| Successful applicants will be expected to be knowledgeable about the creative industries or healthcare sector, with an interest in the area of motion capture. Experience of working within higher education or ERDF funded projects would be advantageous.  This is newly formed facility. The successful applicant will be central to establishing the reach and reputation of the new motion capture facility and can expect to be closely involved in its day to day running. This is an exciting opportunity to work at the interface between academic and industrial R&D, forming links and strengthening regional capability. |

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| **Main duties and responsibilities** | |
| **1** | Lead on external engagement activities for the studio, including recruiting scheme participants and attending external events. |
| **2** | Lead on the triaging of incoming businesses and work with them collaboratively to produce packages of support in line with their innovation needs |
| **3** | Lead on referring business to alternative regional or national support mechanisms where appropriate. |
| **4** | Lead on identification and coordination of workshops to be delivered by university staff and project partners. |
| **5** | Support reporting of project activity and output generation for the Project Director in line with ERDF mechanisms |
| **6** | Manage positive relationships with businesses supported through the project |
| **7** | Be a main point of contact for the new studio facility and take shared responsibility for its day to day management. |
| **8** | Lead on management of health and safety considerations for the new studio site. |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager (CAMERA Centre Manager). You are required to follow all University policies and procedures at all times and take account of University guidance. | |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| A first degree (BA/BSc) ideally in a subject relevant to the activity of the project | √ |  |
| Relevant Master level qualification |  | √ |
| **Experience/Knowledge** |  |  |
| Significant experience of creative or healthcare activity production or project management. | √ |  |
| Significant experience of delivering industry facing activities and managing business relationships within a higher education environment | √ |  |
| Demonstrated depth and breadth of specialist knowledge of subject matter to effectively contribute to the project’s activity | √ |  |
| Demonstrated awareness of the motion capture sector and related technologies | √ |  |
| Experience of ERDF/ESIF funded projects |  | √ |
| **Skills** |  |  |
| Ability to organise and prioritise own workload | √ |  |
| Excellent verbal, interpersonal and written communication skills | √ |  |
| Highly competent in IT packages relevant to motion capture processes |  | √ |
| **Attributes** |  |  |
| Innovation and developing creative solutions | √ |  |
| Self-confidence when communicating with a wide range of stakeholders | √ |  |
| Ability to work independently | √ |  |
| An effective team worker | √ |  |

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| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills:**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**  Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions:**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change:**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources:**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results:**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |