

# Associate Technician – Animation and Sound

We are one of the great British art schools: a specialist creative university that draws on our 180 years of history. As a university, we excel in our disciplines and understand powerfully the transformative potential of creative practice for individuals, communities and industries.



For further information about Norwich University of the Arts and our community please visit [norwichuni.ac.uk](https://norwichuni.ac.uk)

As we expand our specialist character and bring the power of creative, practice-based education to a wider range of subjects, we celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.

In choosing to work at Norwich University of the Arts, you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional Creative Education, Research and Knowledge Exchange. You will work in a stimulating and critically engaged workplace, where the creativity of all our students will develop because of your commitment.

We are the only specialist creative arts and design university to have achieved Triple Gold in the most recent Teaching Excellence Framework (TEF) and were named Arts University of the Year 2025 by the Daily Mail. In 2023, we were the highest climber in the Complete University Guide and recognised as the top specialist creative arts university outside London. This year, the Guardian University Guide 2026 ranked us as the highest-rated university in the East of England after the University of Cambridge.

You will work in the heart of Norwich. Our award-winning campus has played a key role in the regeneration of one of the city's most vibrant quarters. Our 21st-century teaching spaces and workshops occupy renovated buildings with medieval, Victorian, and Edwardian heritage. The University has recently expanded with Bank Plain, a 37,000 sq. ft city-centre building — a major investment that reflects our ambition to be a leading civic university championing creativity in all its forms.

Ninety-four per cent of our graduates are in work or further study within six months of graduating. Our innovative approach to employability and entrepreneurship has been nationally recognised, and our graduates hold key roles across and beyond the creative industries — from Oscar and BAFTA nominees to D&AD Pencil winners, fine artists, designers, and creative technologists. This track record gives us confidence that our success in graduate outcomes will continue as we apply our distinctive culture and practice to an expanding range of specialist subjects.

Creativity is not only what we teach but how we engage with the world. Through our Research and Knowledge Exchange Institutes, we lead cross-disciplinary projects that address social, cultural, and environmental challenges — from immersive digital experiences tackling climate change to arts-led initiatives in mental health. At the centre of this work is the Interactive Visualisation and Simulation Lab (IVSL), funded as part of the Creative Research Capabilities (CResCa) world-class labs programme.

The IVSL supports research into climate futures, virtual heritage, spatial computing, applied games, and virtual production. Our growing research reputation is also reflected in recent grants and collaborations, including a major award from the Water Restoration Fund (WRF). These achievements demonstrate our expanding contribution to creative innovation, cultural development, and social impact — shaping the future of creative higher education in the UK and beyond.

We hope that as you learn about us, you are inspired by our ambitions for the future.

Professor Ben Stopher,  
Vice-Chancellor

Committed to

# EQUALITY DIVERSITY

Norwich University of the Arts is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change. As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.

Situated in the historic city centre of Norwich, with an impressive estate that encompasses both historic buildings and brand-new state of the art facilities, the University is a vibrant community that forms the beating heart of the city and region's arts and cultural worlds.

Animation and visual effects are among the most exciting and fast-growing areas of the creative industries. Norwich University of the Arts is proud to be ranked the top UK university for Production Excellence in Visual Effects and among the global top 15 for 2D Animation by The Rookies Global School Rankings.

We are seeking an Associate Technician to support our Animation and VFX production resources, working closely with students and academic colleagues as they explore the creative techniques that bring stories and characters to life.

As an Associate Technician, you will help students develop confidence with both traditional and digital processes. This will include supporting work in stop-motion, 2D digital animation, sound recording, and post-production, as well as helping students gain familiarity with industry-standard software such as Toon Boom, Maya, Houdini, Nuke, and the Adobe Creative Suite. You will assist with demonstrations, provide hands-on guidance, and help troubleshoot creative and technical challenges as they arise.

Much of your time will be spent in our animation studios, sound rooms, and computer labs, where you will help maintain equipment, manage bookings, and ensure safe and effective use of technical space.

We are looking for someone enthusiastic, collaborative, and eager to support students as they develop their technical skills. You should enjoy problem-solving, communicating clearly, and working as part of a team. Your knowledge and willingness to learn will help students build strong foundations in animation and visual effects, inspiring them to experiment, grow, and realise their ideas in one of the most dynamic areas of the creative industries.



#### **Associate Technician – Animation and Sound**

##### **Fixed Term:**

This post is offered on a fixed term basis until June 2026.

##### **Hours:**

Term-Time Only - 34 Hours per week for 30 weeks per year

Monday to Thursday 1pm to 9pm

Saturday 9am to 4pm

**Salary:** From £16,229 to £16,992 per annum.

*Salary will be pro-rated according to your confirmed start date and the length of the contract. For a full academic year, the salary would be within the grade band stated above, this is pro-rated from a full-time salary of £26,093 to £27,319 per annum.*

**Closing date for applications:** 9<sup>th</sup> February 2026 at 5pm

**Interview date:** 20<sup>th</sup> February 2026









Job Description

## Associate Technician – Animation and Sound

Reporting to: Technical Services Manager – Production

## Job Purpose

Contribute to the delivery of professional technical expertise, guidance and knowledge supporting teaching, research, and commercial activities.

Contribute to the support for student technical learning, informal and formal training and instruction, and the development of proficiency of relevant software, equipment, and processes, following guidelines from Technical Services Managers, and senior team members.







# Duties and Responsibilities

## Technical Instruction & Learning

- Oversee resources, equipment, processes for groups and individual students and staff as identified by the Technical Services Manager and/or senior Technicians.
- Operate technical resources to support high quality learning and teaching and research activity to enhance the student experience.
- Supervise students and staff in all activities relating to the technical area.
- Provide guidance and advice to students, helping students to identify and supply appropriate techniques, processes, materials, resources, and equipment to meet learning outcomes.
- Assist in the inductions of new users into the facilities, providing training on all aspects of use including health and safety, following guidelines from senior Technicians.
- Provide technical advice, guidance and assistance to students, academic colleagues, and external clients.
- Demonstrate the use of specialist equipment including both digital and traditional equipment as needed.
- Organise materials and equipment required for instruction and practical sessions including preparation of materials and setting up of equipment ensuring that it is all working correctly.
- Work flexibly as needed to provide technical services across all academic programmes.

- Help inform development of technical services to meet emerging needs.
- Provide technical know-how and expertise in own area of work.
- Any other associated duties as required by the Technical Services Manager or the Head of Technical Services.

## Resource management

- Ensure that working spaces and equipment are properly maintained and kept in good order to ensure an appropriate academic and technical working environment.
- Assist in the inductions of new users into the facilities, providing instruction on all aspects of use including health and safety, following guidelines from Technical Services Managers or senior technicians.
- Undertake routine maintenance and repair of equipment including planned preventative maintenance and on the spot fixes.
- Maintain online equipment loan logging systems, ensuring access to, and return of kit, kit maintenance and supply of related consumables.
- Maintain electronic records relating to equipment and consumables such as inventories, records of stock levels and equipment loans.

- Ensure that standards of work are fully compliant with Risk Assessments, COSHH records and the University's health and safety policies and relevant regulations.
- Perform routine housekeeping activities to keep all work areas in a safe, orderly, and clean condition.
- Assist in the preparation, mounting and dismantling of exhibitions showcases and other public events.
- Contribute to the planning and development of resources and facilities to enhance learning needs, outcomes, research, and commercial activities.
- Escalate queries, problems, and higher-level requests to team members as appropriate.
- Issue of materials and equipment, including cashless sales.

## Staffing & Professional Development

- Undertake continuous personal and professional development and maintain a keen interest in technical developments that are relevant to the technical support of academic programmes.

# Person Specification

## Essential

### Knowledge & Experience

- Demonstrable experience of workflows for 2D digital animation, stop motion, and visual effects production, including rendering and compositing techniques
- Practical knowledge of with or supporting others in the use of industry-standard animation and VFX software such as Toon Boom, Maya, Houdini, Nuke, and Adobe Creative Suite, gained through professional practice or a similar technical environment
- Understanding of sound recording and post-production processes relevant to animation and VFX projects
- Ability to troubleshoot and maintain specialist hardware and software used in animation and VFX environments
- Knowledge and experience of Health and Safety practices relevant to subject area and the application of risk assessments

### Qualifications

- Educated to degree level in a relevant subject and/or equivalent professional experience in a similar role.

### Ways of Working

- Ability to provide technical guidance and support users whilst working independently with equipment and resources
- Ability to supervise a busy technical environment ensuring health and safety procedures are always followed
- Ability to work proactively on your own initiative, as part of a team and collaborate across different professional groups
- Commitment to providing high quality customer service upholding the quality of user experience.

### Personal Attributes

- Commitment to own personal and professional development
- Commitment to gaining professional recognition.

## Desirable

- Advance HE Associate Fellowship.





# Further Information

## **Equality, Diversity and Inclusion**

It is important that our University community supports our policy on equality, diversity and inclusion and that each of us reflects this in the way that we work.

## **Health and Safety**

We are all responsible for helping to make the University a safe and healthy place to work and study, ensuring that we are compliant with our Health and Safety Policy.

## **Policies and Procedures**

We should keep up to date with the University's policies and processes which are usually available on our intranet, reflecting these in the way that we work.

## **Staff Development**

Our performance and development activities include appraisal and development reviews, participation in learning and development, and a personal responsibility to maintain our own subject knowledge.

## **Confidentiality**

We must maintain appropriate confidentiality in relation to our work and that of the University.

## **Variation to Job Description**

We may vary your duties and responsibilities outlined in the job description to reflect the changing needs of the University.



# General Information

## Terms and Conditions of Appointment

On appointment, you will receive a full statement of terms and conditions for your role.

## Duties

Your duties and responsibilities are outlined in the job description

## Starting Date

This post is offered on a fixed term basis until June 2026.

## Hours of Work

The standard hours of work are 34 hours per week for 30 weeks per year.

Monday to Thursday: 1pm to 9pm  
Saturday: 9am to 4pm

## Salary

This post is on an incremental salary scale. The salary for this post is Grade 4, which is from £16,229 to £16,992 per annum.

*Salary will be pro-rated according to your confirmed start date and the length of the contract. For a full academic year, the salary would be within the grade band stated above, this is pro-rated from a full-time salary of £26,093 to £27,319 per annum.*

## Annual Leave

This is a term time only position and you will receive paid holiday as part of your annual salary pro-rata to 26 days holiday plus 8 statutory days and up to 4 concessionary days leave per year when the University is closed (pro rata).

## Pension

Employees have the benefit of joining the Local Government Pension Scheme, a defined benefit pension scheme which builds up a pension on a "Career Average" salary basis to which the University currently contributes an additional 25.3%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill-health, redundancy or business efficiency. Plus you have the option, on retirement, to exchange part of your pension for some tax-free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension Scheme you have the security of these valuable benefits at a relatively low cost to you. You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at <https://www.norfolkpensionfund.org>

## Interview Expenses

Reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University's Candidate Interview Expenses Guidelines which are available on request.

## Offers of Employment

All provisional offers of employment are subject to evidence of eligibility to work in the UK, verification of qualifications, satisfactory references and medical assessment process. If you are unsure of your right to work in the UK you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants will be eligible for sponsorship under the Skilled Worker visa route.

## Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references covering current or most recent employment and the past three years of work.



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# Application and Recruitment Process

## Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for your consideration before you complete your application form.

The Job Description provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.

The Person Specification sets out the experience, skills, abilities and characteristics to perform the duties in the job description.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

## Application Form

We ask that applicants complete the application form in full and as clearly as possible.

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job.

## Equal Opportunities Monitoring

As part of our commitment to equality, diversity and inclusion, we monitor the diversity of our workforce and applicants to help us review the effectiveness of our policies and procedures.

To help us with this, we ask that you complete the Equal Opportunities Monitoring section of the application form.

## Submission of Application Form

Please submit both your completed application form and EDI form to [jobs@norwichuni.ac.uk](mailto:jobs@norwichuni.ac.uk) quoting reference A1179.

Please note that we can only accept forms in either PDF or DOC format.

The closing date for this vacancy is:  
9<sup>th</sup> February 2026 at 5pm.

We regret we are unable to accept late applications.

## Interview Arrangements

Interviews will normally be held on campus.

We will be in touch to let you know if you are shortlisted for interview.

The date of the interview will be:  
20<sup>th</sup> February 2026.

Due to the high volume of applications we receive we are unable to provide you with feedback.

If you are shortlisted, we will ask you to provide us with evidence of your eligibility to work in the UK.



Adam Billings

We would like to take this opportunity to thank you for your interest in this position and wish you success with your application. If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Team by emailing [jobs@norwichuni.ac.uk](mailto:jobs@norwichuni.ac.uk)







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