Animation Ireland
Competency Framework

VFX
& Technical
Pipeline
Department

VFX & Technical Pipeline Department

Roles

1. CG Supervisor
2. CG Asset Lead
3. 2D VFX Supervisor
4. VFX Supervisor
5. Modeller
6. Character Modeller
7. Environment Modeller
8. Lighting Supervisor
9. Lighting Artist
10. Texturing Supervisor
11. Texture Artist
12. CG Generalist
13. 2D Technical Director
14. Technical Director
15. 2D VFX Artist

CG Supervisor

Role overview:

Role overview:
A CG Supervisor is responsible for all 3D content on a production and sits above all the different 3D departments. It is their responsibility to interpret and implement the creative aims of the director and VFX supervisors within the schedule and budget. The CG Supervisor needs to be very comfortable with both the artistic and technical needs of CG production. They work in close collaboration with all department leads to ensure a technical standard is being met across the production.

Key tasks:

1. Leading the implementation of the studio's CG workflows and pipelines on designated projects

2. Ensuring the output meets studio standards, fulfilling the director's creative vision whilst staying within assumptions and schedule

3. Producing production plan for CG assets and episodes

4. Managing and coordinating the technical aspects of CG production

5. Collaborating with other departments to ensure seamless integration of CG elements

6. Managing the CG department budget and resources

Task statements

Task statement 1:

Leading the implementation of the studio's CG workflows and pipeline on designated projects

Associated Activities

- ✓ Leads the project's CG crew including outsource partners, ensuring effective project delivery
- ✓ Collaborates with the VFX supervisor and CG department supervisors to ensure effective implementation of the pipelines
- ✓ Attend tech recces
- ✓ Facilitates effective communication between the directors, producers and CG team to ensure clarity on matters related to project workflow, pipeline and production challenges
- ✓ Leads technical direction for asset build and episodic requirements
- ✓ Identifies bottlenecks on the project, technical or otherwise and implements solutions that remove them
- ✓ Leads technical direction for asset build and episodic requirements
- ✓ Oversees the quality of all work from 3D related disciplines
- ✓ Ensures that all 3D assets adhere to pipeline constraints

Task statement 2:

Ensuring the output meets studio standards, fulfilling the director's creative vision whilst staying within assumptions and schedule

Associated Activities

- ✓ Collaborates with the project directors to deliver CG output that is fulfilling the desired "look" of the project within production assumptions and schedule
- ✓ Advises stakeholders when agreed production assumptions are breached, recommending solutions to resolve
- ✓ Collaborates with the project's producer and production manager on the project's schedule

Task statement 3:

Producing production plan for CG assets and episodes

Associated Activities

- ✓ Defines the best production plan for the creation of CG assets
- ✓ Scopes all 3D related tasks in collaboration with the VFX supervisor and production manager
- ✓ Develops a detailed production schedule for CG assets and episodes, including milestones and deadlines
- ✓ Allocates resources and assigns tasks to the CG team based on the production plan
- ✓ Tracks the progress of CG asset creation and episode production, ensuring adherence to the schedule
- ✓ Identifies potential production issues or delays and provides solutions to mitigate risks
- ✓ Regularly communicates with the CG team, providing guidance and support to ensure timely and high-quality delivery of assets and episode
- ✓ Reviews and approves the final CG assets and episodes, ensuring they meet the required standards and specifications

Task statement 3:

Managing and coordinating the technical aspects of CG production

Associated Activities

- Oversees the technical infrastructure and tools used in CG production, ensuring they are up to date and effectively utilised
- Collaborates with the IT department to address any technical issues or requirements for the CG team
- Provides technical guidance and support to the CG team, resolving technical challenges and optimising workflows
- Stays updated with the latest advancements in CG technology and techniques, exploring opportunities for process improvement and innovation
- Implements and enforces technical standards and best practices across the CG department

Task statement 5:

Collaborating with other departments to ensure seamless integration of CG elements

Associated Activities

- Works closely with the animation director, art director, and other relevant department leads to ensure the seamless integration of CG elements with other visual elements of the production
- Participates in creative meetings and reviews to provide input and feedback on the integration of CG elements into the overall visual design
- Provides guidance and support to other departments regarding technical requirements and considerations related to CG elements
- Collaborates with the compositing and VFX teams to ensure the smooth integration and finalisation of CG elements in the post-production stage
- Attends screenings and reviews to assess the visual quality and integration of CG elements and provides feedback for further refinement

Task statement 6:

Managing the CG department budget and resources

Associated Activities

- Collaborates with the production manager and finance team to develop and manage the CG department budget for the project
- Tracks expenses and ensures that the CG production stays within the allocated budget
- Manages the allocation of resources, including personnel, hardware, and software, to ensure efficient and effective use of resources
- Identifies resource needs and makes recommendations for equipment upgrades or additional staff as necessary
- Manages the allocation of resources, including personnel, hardware, and software, to ensure efficient and effective use of resources
- Works with the production manager to negotiate contracts and agreements with vendors and suppliers for CG-related services and materials
- Provides regular reports on budget status and resource utilisation to the production team and stakeholders.

Competencies applicable to CG Supervisor

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

CG Asset Lead

Role overview:

A CG Asset Lead is responsible for the artistic and technical quality of all 3D models created for a production. The CG Asset Lead will work closely with texturing, rigging, FX, CG supervisor and the VFX supervisor, to ensure that all 3D models are pipeline-friendly. The role's primary responsibility is to plan and implement the asset build of characters, props and sets for a specific project. They partner with the CG supervisor and production manager to organise, plan and implement the asset build of the production from a CG perspective.

Key tasks:

1. Leading the planning and building of the assets on the designated project, ensuring output meets studio standards and fulfilling the director's creative vision

2. Collaborating with the texturing, rigging, and FX departments to ensure pipeline compatibility and asset quality

3. Managing asset production schedules and deadlines

4. Providing guidance and mentoring to the CG asset team

5. Collaborating with external vendors or outsourcing partners for asset production

6. Collaborating with the CG supervisor and VFX supervisor to establish and maintain asset quality standards

Task statements

Task statement 1:

Leading the planning and building of the assets on the designated project, ensuring output meets studio standards and fulfilling the director's creative vision

Associated Activities

- Produces asset build production plans and direction
- Directs the technical approach for asset build
- Collaborates with CG supervisor and production management to organise, plan & implement the asset build phase
- Leads the CG teams to troubleshoot issues with the project's assets
- Provides technical support on assets for the art director and other team members
- Provides quality control and publishing assets
- Ensures assets are optimised for animation and rendering performance
- Provides regular progress updates to production management and CG supervisor on any technical bottlenecks concerning the asset production

Task statement 2:

Collaborating with the texturing, rigging, and FX departments to ensure pipeline compatibility and asset quality

Associated Activities

- Works closely with the texturing department to ensure accurate UV layouts and efficient texture workflows for the assets
- Collaborates with the rigging department to ensure proper deformation and control setups for character assets
- Coordinates with the FX department to ensure that the assets are ready for simulations and effects integration
- Reviews and provides feedback on the work of the texturing, rigging, and FX departments to ensure asset quality and consistency
- Resolves any technical issues or conflicts that arise between the asset build and other departments

Task statement 3:

Managing asset production schedules and deadlines

Associated Activities

- Creates and maintains detailed production schedules for the asset build phase, taking into account dependencies and resource availability
- Tracks and monitors progress against the schedule, identifying any potential delays or bottlenecks
- Communicates with the production manager and CG supervisor to ensure that deadlines are met, and resources are allocated effectively
- Adjusts schedules and priorities as necessary to accommodate changes in production requirements or priorities
- Provides regular updates on the status of asset production to the production team and stakeholder

Task statement 4:

Providing guidance and mentoring to the CG asset team

Associated Activities

- ✓ Leads and guides the CG asset team, providing artistic and technical direction
- ✓ Mentors and supports individual artists, helping them to develop their skills and achieve project goals
- ✓ Provides feedback and reviews on the work of the CG asset team, ensuring consistency and quality
- ✓ Identifies training needs and opportunities for professional development within the team
- ✓ Fosters a collaborative and positive work environment within the CG asset team

Task statement 5:

Collaborating with external vendors or outsource partners for asset production

Associated Activities

- ✓ Works with the production manager and CG supervisor to identify and select external vendors or outsource partners for asset production
- ✓ Defines and communicates the technical requirements and specifications to the vendors or outsourcing partners
- ✓ Reviews and provides feedback on the assets produced by external vendors or outsource partners, ensuring they meet the required quality standards
- ✓ Manages the communication and coordination with external vendors or outsource partners, ensuring timely delivery of assets
- ✓ Tracks and manages the budget allocated for external asset production, ensuring cost-effective and high-quality deliverables

Task statement 6:

Collaborating with the CG supervisor and VFX supervisor to establish and maintain asset quality standards

Associated Activities

- ✓ Works closely with the CG supervisor and VFX supervisor to define and establish the artistic and technical quality standards for the assets
- ✓ Participates in asset reviews and provides feedback on the adherence to quality standards
- ✓ Collaborates with the CG supervisor and VFX supervisor to develop and implement efficient workflows and best practices for asset creation
- ✓ Provides guidance and support to the CG asset team to ensure consistency in asset quality across the production
- ✓ Continuously monitors and evaluates the quality of assets throughout the production, making adjustments and improvements as needed
- ✓ Keeps up to date with industry trends and advancements in asset creation techniques and technologies, and incorporates them into the asset production process as appropriate

Competencies applicable to CG Asset Lead

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

2D VFX Supervisor

Role overview:

A CG Asset Lead is responsible for the artistic and technical quality of all 3D models created for a production. The CG Asset Lead will work closely with texturing, rigging, FX, CG supervisor and the VFX supervisor, to ensure that all 3D models are pipeline-friendly. The role's primary responsibility is to plan and implement the asset build of characters, props and sets for a specific project. They partner with the CG supervisor and production manager to organise, plan and implement the asset build of the production from a CG perspective.

Key tasks:

1. Leading the VFX Team to make sure that quality standards are met within budget and to deadline

2. Ensuring the vision for the project is translated into the VFX on the production

3. Identifying VFX problems and presenting solutions

4. Mentoring and supervising VFX artists

5. Collaborating with other departments to ensure seamless integration of VFX into the production

6. Staying updated on industry trends, techniques, and emerging technologies in 2D VFX

Task statements

Task statement 1:

Leading the VFX Team to make sure that quality standards are met within budget and to deadline

Associated Activities

- ✔ Works with management to create a schedule and budget for VFX projects
- ✔ Manages the VFX team, including hiring additional staff, assigning tasks, and creating a positive working environment
- ✔ Sets quality standards for the team to adhere to when creating visuals
- ✔ Ensures expectations of visuals are met throughout the production process
- ✔ Tests visual effects to make sure they meet the desired quality standards
- ✔ Generates detailed reports to track team progress, budget and any delays

Task statement 2:

Ensuring the vision for the project is translated into the VFX on the production

Associated Activities

- ✔ Discusses with the director the desired visuals for the VFX
- ✔ Organises meetings with the VFX team to communicate the vision and expectations
- ✔ Breaks down the production into individual scenes to determine the necessary VFX elements
- ✔ Creates a plan for how the VFX team will carry out the work and delegate tasks to individual VFX artists
- ✔ Evaluates various concepts and techniques to ensure that the VFX are suitable for the project
- ✔ Reviews and signs off on work completed by the VFX team
- ✔ Addresses feedback and collaborates with the director to make changes when required
- ✔ Gives detailed creative direction to the VFX team, providing clear guidance
- ✔ Participates in post-mortem meetings to discuss successes and areas of improvement

Task statement 3:

Identifying VFX problems and presenting solutions

Associated Activities

- ✔ Defines the scope, complexity and resources required to implement solutions
- ✔ Researches potential VFX solutions and assesses their suitability for the project
- ✔ Explains proposed solutions to the team clearly
- ✔ Meets with stakeholders to ensure that proposed solutions are viable and suitable
- ✔ Reviews ongoing work to ensure quality and consistency

Task statement 4:

Mentoring and supervising VFX artists

Associated Activities

- ✓ Facilitates the understanding of animation principles and technologies
- ✓ Explains requirements and best practices for developing VFX on animation projects
- ✓ Offers feedback, support and guidance to VFX artists
- ✓ Provides clear, precise and timely direction to ensure the team understands the production's goals and deadlines
- ✓ Mentors and instructs VFX artists on the tools, techniques and processes involved in creating visual effects
- ✓ Conducts performance evaluations and risk assessments and delegates tasks to VFX artists

Task statement 5:

Collaborating with other departments to ensure seamless integration of VFX into the production

Associated Activities

- ✓ Attends production meetings and collaborates with other department heads (such as directors, animators, compositors, and art directors) to discuss and plan the integration of VFX into the overall production
- ✓ Works closely with the animation team to ensure smooth handoff of assets and shots for VFX implementation
- ✓ Collaborates with the compositing team to ensure proper integration of VFX elements with the live-action or animated footage
- ✓ Provides guidance and support to other departments on technical requirements and limitations related to VFX integration
- ✓ Participates in review sessions and provides input on the integration and visual coherence of VFX elements with the overall project

Task statement 6:

Staying updated on industry trends, techniques, and emerging technologies in 2D VFX

Associated Activities

- ✓ Researches and stays informed about the latest advancements in 2D VFX techniques, tools, and software
- ✓ Attends industry conferences, workshops, and seminars to expand knowledge and network with other professionals in the field
- ✓ Explores and evaluates new software, plugins, and technologies relevant to 2D VFX
- ✓ Shares industry insights and updates with the VFX team, keeping them informed about new techniques and approaches
- ✓ Experiments with new techniques and tools, and encourages the team to explore innovative approaches in 2D VFX
- ✓ Adapts and implements new techniques and technologies into the production process as appropriate, aiming to improve efficiency and quality in 2D VFX workflows

Competencies applicable to 2D VFX Supervisor

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

VFX Supervisor

Role overview:

A VFX Supervisor leads all aspects of the VFX effort. They work directly with the director and producers of a project to help decide their VFX requirements. They are on a project from conception to completion. They will be actively involved in helping to shape the productions VFX needs and defining the look development of the production with the art directors. They must maintain a strong relationship with the director, art director and producer to ensure clear lines of communication and deliver the intended end result. They can accurately predict costs and schedules and will work closely with teams in the production in order to solve technical issues.

Key tasks:

1. Developing the studio's CG pipeline

2. Managing the CG supervisor team to ensure their designated projects meet creative and workflow requirements within the agreed scope and schedules

3. Managing team development and sustainability

4. Collaborating with the director, producers, and art directors to ensure the VFX requirements are met, and the desired look development is achieved

5. Managing and overseeing the VFX production process from conception to completion

6. Staying current with industry trends, techniques, and technologies in VFX

Task statements

Task statement 1:

Developing the studio's CG pipeline

Associated Activities

- ✓ Research and compile knowledge about the relevant design/period
- ✓ Leads the CG supervisors in the effective set-up and running of the productions
- ✓ Develops the studio's CG workflow and pipeline in collaboration with CG management and the technology team
- ✓ Works directly with the director and producers of a project to help decide their VFX requirements
- ✓ Helps to shape the production's VFX needs and defines the look development of the production with the art directors
- ✓ Works closely with teams in the production in order to solve technical issues
- ✓ Helps to guide the director to the most appropriate creative and technical solutions to ensure that VFX can deliver on their brief
- ✓ In collaboration with the CG supervisor, production designer, and art director, interprets the script, helping to define the director's vision
- ✓ Responsible for establishing and maintaining an effects library for the production alongside the animation team and ensuring the team hit that level of quality and style of VFX through the production
- ✓ Establishes a strong and flexible pipeline and workflow
- ✓ Enables artists to focus on artistic issues by removing technical hindrances
- ✓ Leads meetings with VFX departments and will relate all directorial and editorial notes and address artistic/technical issues

Task statement 2:

Managing the CG supervisor team to ensure their designated projects meet creative and workflow requirements within the agreed scope and schedules

Associated activities

- ✓ Manages the development of the technical, artistic and creative capability of the CG supervisor team
- ✓ Leads best practice on projects from a technical, creative and workflow perspective

Task statement 3:

Managing team development and sustainability
Associated Activities

- ✓ Identifies key members of the crew, including potential supervisors
- ✓ Recruits and hires crew members
- ✓ Implements performance management processes, including setting goals, providing feedback, and conducting performance evaluations
- ✓ Identifies training and development needs within the team and facilitates appropriate training opportunities
- ✓ Maintains a positive and supportive team environment, fostering collaboration and professional growth
- ✓ Ensures the team is equipped with the necessary resources and tools to effectively execute their responsibilities
- ✓ Manages workload distribution and resource allocation to optimise productivity and meet project deadlines
- ✓ Addresses any conflicts or issues within the team, providing guidance and resolution
- ✓ Provides mentorship and guidance to team members, supporting their career development aspirations
- ✓ Encourages and promotes a culture of innovation and continuous improvement within the team
- ✓ Manages team dynamics and promotes effective communication and collaboration among team members
- ✓ Participates in recruitment and selection processes for new team members, ensuring the team has the right skill sets and expertise to deliver on project requirements

Task statement 4:

Collaborating with the director, producers, and art directors to ensure the VFX requirements are met and the desired look development is achieved
Associated Activities

- ✓ Participates in meetings with the director, producers, and art directors to understand the creative vision and requirements for VFX
- ✓ Provides expertise and guidance on technical feasibility and creative solutions to achieve the desired VFX elements
- ✓ Collaborates with the art directors to define the look development of the production, ensuring it aligns with the overall visual style and narrative
- ✓ Works closely with the director to translate their vision into actionable VFX tasks for the VFX team
- ✓ Provides regular updates to the director, producers, and art directors on the progress of VFX implementation and seeks feedback for adjustments or changes as needed

Task statement 5:

Managing and overseeing the VFX production process from conception to completion

Associated Activities

✓ Develops and maintains a detailed production plan for VFX, including schedules, milestones, and deliverables

✓ Works with production management to allocate resources, budget, and schedule for VFX projects

✓ Manages the production pipeline and workflow to ensure efficient and effective execution of VFX tasks

✓ Reviews and approves VFX shots and sequences at various stages of production to ensure quality and adherence to project requirements

✓ Tracks progress, monitors deadlines, and manages any delays or obstacles that may arise during production

✓ Provides regular updates and reports on the status of VFX production to stakeholders, including the director, producers, and production management

✓ Oversees the final delivery of VFX elements, ensuring they meet the technical specifications and are integrated seamlessly into the overall production

Task statement 6:

Staying current with industry trends, techniques, and technologies in VFX

Associated Activities

✓ Researches and evaluates emerging trends, techniques, and technologies in the field of VFX

✓ Attends industry conferences, workshops, and training sessions to enhance knowledge and skills in VFX

✓ Shares insights and recommendations with the team regarding advancements in VFX tools, software, and workflows

✓ Identifies opportunities for innovation and improvement in VFX processes and techniques

✓ Provides guidance and training to the VFX team on new tools or techniques that can enhance their work

✓ Collaborates with the technology team to explore and implement new VFX-related technologies or workflows

✓ Networks with industry professionals and engages in knowledge-sharing forums to stay connected with the wider VFX community

Competencies applicable to VFX Supervisor

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Modeller (Alternative spelling: Modeler)

This role can operate at different levels and may be named with the level in the title, e.g. Senior Scene Prep Artist

The 4 levels typically are:

1. Junior
2. Role
3. Senior
4. Lead

As the role progresses through the levels, the complexity of the role increases. The expectation is that the competency levels applicable also increase. For example, at a Junior level, the level of competency expected is likely to be that of 'New Entrant' or 'Foundation Trainee'. The job description below is a generic one. Depending on the studio, the activities may not be applicable at every level.

Role overview:

A Modeller builds the digital versions of the characters and props, which can then be 'rigged' to be animated. They translate concept art, character designs, and environment designs into models ready to be animated. Modellers provide initial feedback to designers on whether a design is going to be possible to model to then be rigged and animated or not. Modellers need to keep their work 'on model' (in the art style of a project) and meet the creative and technical requirements of the project. Often, in smaller to mid-sized studios, the modeller is responsible for texturing and colouring the model themselves. In bigger animation studios, there might be modellers dedicated specifically to character modelling or prop modelling. In smaller studios, these are more general roles. Often, in smaller to mid-sized studios, the modeller is responsible for texturing and colouring the model themselves.

Key tasks:

1. Building the digital versions of the characters, props and sets

2. Ensuring that the creative and technical requirements of the project are met

3. Communicating with other departments

4. Collaborating with the character designers and concept artists to translate their designs into 3D models

5. Creating efficient and optimised 3D models that meet technical requirements

6. Collaborating with other departments to support the production workflow

Task statements

Task statement 1:

Building the digital versions of the characters, props and sets

Associated Activities

- ✓ Interprets and enhances any approved character concept art
- ✓ Produces a wide range of different facial expressions and muscle deformations for animation
- ✓ Ensures consistency of UV mapping

Task statement 2:

Ensuring that the creative and technical requirements of the project are met

Associated Activities

- ✓ Follows direction and works to the defined style
- ✓ Interprets references/concept art to prototype and iterates models based on feedback
- ✓ Optimises, refines and corrects model geometry to satisfy the artistic requirements of the CG Supervisor
- ✓ Responsible for UV mapping models that satisfy the texturing department requirement

Task statement 3:

Communicating with other departments

Associated Activities

- ✓ Provides regular updates to the production on any technical/workflow bottlenecks within the project's character schedule

Task statement 4:

Collaborating with the character designers and concept artists to translate their designs into 3D models

Associated Activities

- ✓ Collaborates with character designers and concept artists to understand the design intent and specifications for characters, props, and sets
- ✓ Translates 2D designs into accurate and detailed 3D models, ensuring fidelity to the original concept while considering technical limitations
- ✓ Provides feedback to designers and artists on the feasibility of designs for modelling and animation purposes
- ✓ Iterates and refines models based on feedback from the design team and creative leads
- ✓ Works closely with the art director and CG supervisor to align the 3D models with the overall artistic direction of the project
- ✓ Participates in design reviews and provides input on technical and creative aspects of the models

Task statement 5:

Creating efficient and optimised 3D models that meet technical requirements
Associated Activities

- ✓ Follows established technical guidelines and standards for model creation and optimisation
- ✓ Ensures that models are built with clean topology, proper edge flow, and efficient polygon counts
- ✓ Manages UV mapping and texture coordinates for models, coordinating with the texturing department to meet their requirements
- ✓ Tests and verifies models for compatibility with rigging and animation pipelines
- ✓ Collaborates with the rigging and animation teams to address any technical issues related to the models

Task statement 6:

Collaborating with other departments to support the production workflow
Associated Activities

- ✓ Communicates with rigging and animation teams to ensure seamless integration of models into the production pipeline
- ✓ Attends production meetings and provides updates on the progress of modelling tasks and any potential issues or delays
- ✓ Collaborates with the texturing department to ensure the models are prepared and optimised for texturing and shading
- ✓ Works closely with the lighting and rendering teams to ensure that models are compatible with the rendering pipeline and deliver the desired visual results
- ✓ Provides support and technical assistance to other departments regarding the models, such as troubleshooting issues or making adjustments as needed
- ✓ Participates in cross-departmental reviews and provides input on the functionality and usability of the models
- ✓ Maintains open and effective communication channels with other departments to facilitate the smooth flow of work and address any production-related concerns

Competencies applicable to Modeller

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Character Modeller (Alternative spelling: Character Modeler)

This role can operate at different levels and may be named with the level in the title, e.g. Senior Character Modeller

The 4 levels typically are:

1. Junior
2. Role
3. Senior
4. Lead

As the role progresses through the levels, the complexity of the role increases. The expectation is that the competency levels applicable also increase. For example, at a Junior level, the level of competency expected is likely to be that of 'New Entrant' or 'Foundation Trainee'. The job description below is a generic one. Depending on the studio, the activities may not be applicable at every level.

Role overview:

A Character Modeller creates characters and creatures using digital sculpting software. These characters and creatures tend to be hero assets that will be animated and will require multiple iterations and detailed feedback. This is a specialised modelling role and requires strong sculpting skills and detailed knowledge of anatomy.

Key tasks:

1. Creating stylised digital maquettes ,which include appeal and are consistent with the style of the project

2. Completing modelling tasks, including retopology and facial blend shapes, which adhere to the pipeline

3. Developing and refining detailed character sculpts and models

4. Collaborating with the rigging team to ensure proper deformation and functionality of character models

5. Maintaining effective communication and collaboration within the character modelling team

6. Contributing to the improvement of character modelling workflows and techniques

Task statements

Task statement 1:

Creating stylised digital maquettes, which include appeal and are consistent with the style of the project

Associated Activities

- ✓ Retopologises character assets and modelling assembly assets
- ✓ Creates blend shape sets that are appealing and supports rigging and animation
- ✓ Collaborates with art directors to establish and maintain the look of a project

Task statement 2:

Completing modelling tasks, including retopology and facial blend shapes, which adhere to the pipeline

Associated Activities

- ✓ Analyses the character concept and design model sheets
- ✓ Adds detail to enhance the visuals in the model
- ✓ Checks the model against animation pipeline standards

Task statement 3:

Distribute and file all purchase orders for the Art/Set Dec Departments

Associated activities

- ✓ Utilises digital sculpting software to create highly detailed and visually appealing character sculpts
- ✓ Incorporates anatomical knowledge and understanding to ensure accuracy and believability in the character models
- ✓ Refines and iterates on character sculpts based on feedback from art directors, character designers, and creative leads
- ✓ Collaborates with the texturing and shading departments to ensure compatibility and seamless integration of the models
- ✓ Creates detailed facial expressions and blends shapes that support realistic and expressive character animation
- ✓ Maintains consistent style and design aesthetics throughout the character models, adhering to the project's art direction
- ✓ Provides input and suggestions to enhance the appeal and visual quality of the character designs
- ✓ Conducts regular quality checks to ensure that the models meet the technical specifications and requirements of the production pipeline

Task statement 4:

Collaborating with the rigging team to ensure proper deformation and functionality of character models

Associated Activities

✓ Works closely with the rigging team to ensure that the character models are prepared and optimised for rigging and animation purposes

✓ Provides input and guidance on the topology and edge flow of the character models to ensure proper deformation during animation

✓ Collaborates with rigging artists to create rig-friendly geometry, including clean edge loops and efficient mesh structures

✓ Tests and verifies the functionality and range of motion of character models in collaboration with the rigging team

✓ Addresses rigging-related issues and provides necessary revisions to the models to ensure seamless rigging and animation workflows

✓ Collaborates with the rigging team to develop and implement facial rigging systems, including blend shapes and corrective shapes
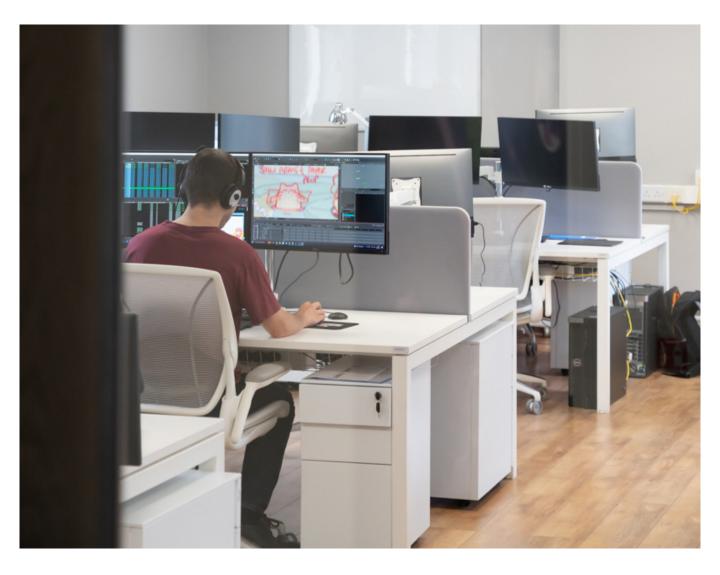
Task statement 5:

Maintaining effective communication and collaboration within the character modelling team

Associated Activities

✓ Participates in regular team meetings to discuss project progress, challenges, and updates

✓ Collaborates with other character modelers to ensure consistency and continuity across character designs and models

✓ Shares knowledge, techniques, and best practices with fellow team members to foster continuous learning and growth

✓ Provides support and guidance to junior character modellers, offering feedback and mentorship

✓ Communicates with supervisors and production management to provide progress updates and address any concerns or issues

✓ Collaborates with other departments, such as concept art and animation, to ensure alignment and coordination of efforts

✓ Actively engages in problem-solving and troubleshooting to overcome technical and creative obstacles

Task statement 6:

Contributing to the improvement of character modelling workflows and techniques

Associated Activities

✓ Identifies areas of improvement in the character modelling pipeline and workflow

✓ Collaborates with the technical team to develop and implement tools, scripts, or plugins to enhance modelling efficiency and quality

✓ Conducts research and stays up to date with industry trends and advancements in character modelling techniques

✓ Explores and experiments with new software, plugins, or workflows to enhance the quality and speed of character modelling

✓ Provides feedback and suggestions to the production and technical teams regarding software and hardware needs for character modelling

✓ Participates in post-mortem discussions to analyse and identify lessons learned and areas for improvement in character modelling processes

Competencies applicable to Character Modeller

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

VFX & TECHNICAL PIPELINE DEPARTMENT

Environment Modeller

(Alternative spelling: Environment Modeler)

This role can operate at different levels and may be named with the level in the title, e.g. Senior Environment Modeller

The 4 levels typically are:

1. Junior
2. Role
3. Senior
4. Lead

As the role progresses through the levels, the complexity of the role increases. The expectation is that the competency levels applicable also increase. For example, at a Junior level, the level of competency expected is likely to be that of 'New Entrant' or 'Foundation Trainee'. The job description below is a generic one. Depending on the studio, the activities may not be applicable at every level.

Role overview:

An Environment Modeller creates non-organic models such as props and environments using 2D designs and turnarounds as provided reference. Props and environments make up the bulk of the modelling requirements on most productions and require an ability to model accurately and quickly.

Key tasks:

1. Creating allocated environments and props for the designated project, in line with the workflow and pipeline needs and to a consistent style and the quality level required

2. Collaborating with the art department to translate 2D designs and turnarounds into 3D models

3. Implementing efficient modelling techniques and workflows for props and environments

4. Collaborating with other departments to ensure integration and functionality of environment assets

5. Maintaining consistency and quality across environment models

6. Creating and maintaining documentation for environment assets

Task statements

Task statement 1:

Creating allocated environments and props for the designated project, in line with the workflow and pipeline needs and to a consistent style and the quality level required

Associated Activities

- ✓ Creates allocated props, sets and environments
- ✓ Creates good basic UV layouts for the texture department
- ✓ Set dressing and instancing required as a part of the set modelling task
- ✓ Interprets references/concept art to prototype and iterate models based on feedback
- ✓ Optimises, refines and corrects model geometry to satisfy the artistic requirements of the CG Supervisor

Task statement 2:

Collaborating with the art department to translate 2D designs and turnarounds into 3D models

Associated Activities

- ✓ Analyses and interprets 2D concept art and design turnarounds to understand the visual requirements and style of the environments and props
- ✓ Converts 2D designs into accurate and detailed 3D models, ensuring consistency with the established art direction
- ✓ Seeks clarification from the art department on design elements and resolves any ambiguities or discrepancies in the reference materials
- ✓ Collaborates with concept artists, art directors, and production designers to iterate on models based on feedback and artistic direction
- ✓ Provides input and suggestions to enhance the visual appeal and functionality of the 3D models within the designated project
- ✓ Works closely with the texture department to ensure the 3D models have appropriate UV layouts for efficient and accurate texturing

VFX & TECHNICAL PIPELINE DEPARTMENT

Task statement 3:

Implementing efficient modelling techniques and workflows for props and environments

Associated Activities

- ✓ Utilises industry-standard 3D modelling software and tools to create props and environment assets
- ✓ Develops and maintains an efficient modelling workflow that meets the needs of the production pipeline
- ✓ Implements time-saving techniques and strategies to ensure accurate and timely delivery of models
- ✓ Optimises model geometry and topology for efficient rendering and scene assembly
- ✓ Adheres to naming conventions and organisation standards to ensure proper integration of assets into the production pipeline
- ✓ Collaborates with the technical team to identify and resolve any modelling-related technical issues or challenges
- ✓ Stays updated with the latest modelling techniques and tools to continually improve modelling efficiency and quality

Task statement 4:

Collaborating with other departments to ensure integration and functionality of environment assets

Associated activities

- ✓ Works closely with the layout and animation departments to ensure that environment assets are suitable for camera placement and character interaction
- ✓ Collaborates with the lighting department to ensure that environment assets are optimised for lighting setups and realistic rendering
- ✓ Provides necessary revisions and adjustments to environment assets based on feedback from layout, animation, and lighting teams
- ✓ Participates in reviews and discussions with the relevant departments to address any technical or artistic concerns related to environment assets
- ✓ Collaborates with the effects department to integrate special effects or dynamics into environment assets, if required
- ✓ Communicates effectively with other team members and departments to ensure proper coordination and alignment of efforts

Task statement 5:

Maintaining consistency and quality across environment models

Associated Activities

- ✓ Ensures that all environment models adhere to the established style, quality, and technical requirements of the production
- ✓ Performs regular quality checks on environment assets to identify and resolve any modelling issues or discrepancies
- ✓ Collaborates with the art director and CG supervisor to maintain consistency in design aesthetics, scale, and level of detail across environment models
- ✓ Implements and follows established guidelines and standards for modelling techniques, asset naming, and organisation
- ✓ Provides support and guidance to junior environment modellers, offering feedback and mentorship to maintain consistent quality
- ✓ Participates in departmental and project-wide reviews to gather feedback and suggestions for continuous improvement in environment modelling processes
- ✓ Collaborates with the asset management team to ensure proper archiving and version control of environment models

Task statement 6:

Creating and maintaining documentation for environment assets

Associated Activities

- ✓ Develops clear and concise documentation for environment models, including technical specifications, guidelines, and best practices
- ✓ Documents modelling techniques, workflows, and tips to ensure consistency and efficiency in the environment modelling team
- ✓ Keeps track of asset versions, updates, and dependencies to facilitate smooth collaboration and asset management
- ✓ Creates and maintains a library of reusable environment assets and components for future projects or iterations
- ✓ Collaborates with the production coordinator and asset management team to ensure proper organisation and accessibility of environment documentation
- ✓ Provides support and training to the team members on the proper utilisation of the documented resources
- ✓ Conducts regular audits and updates of the documentation to reflect changes in the pipeline, tools, or project-specific requirements
- ✓ Communicates effectively with team members to address any questions or concerns related to the environment asset documentation

Competencies applicable to Environment Modeller

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Lighting Supervisor

Role overview:

A Lighting Supervisor helps define the look development of early hero assets. They will also define the lighting pipeline, including inputs, outputs, scripts and tools. This is a senior and important role. It requires a keen understanding of the 3D asset creation pipeline and an in-depth knowledge of CG lighting, shading, rendering and compositing.

Key tasks:

1. Overseeing sustainable creation of the look development of early hero assets and maintaining the quality of lighting and compositing on all projects

2. Managing the department through support, training, collaboration, and leadership

3. Collaborating with the Art Department and Director to establish the visual style and mood of lighting for the project

4. Managing the technical aspects of lighting, shading, and rendering pipelines

5. Leading and mentoring the lighting team

6. Ensuring efficient communication and collaboration with other departments

Task statements

Task statement 1:

Overseeing sustainable creation of the look development of early hero assets and maintaining the quality of lighting and compositing on all projects

Associated Activities

- ✓ Produces innovative lighting setups, show-standard templates and light rigs
- ✓ Produces a production-friendly workflow
- ✓ Evaluates and debugs lighting setups

Task statement 2:

Managing the department through support, training, collaboration and leadership

Associated Activities

- ✓ Provides solutions to complex lighting/rendering problems, including tool and artist development
- ✓ Manages the lighting, shading and compositing pipelines with a primary focus on maximising efficiency, scalability and reliability
- ✓ Manages the lighting functions creatively and technically, ensuring they partner effectively with production management and they deliver on their goals
- ✓ Clearly and concisely documents and communicates the lighting, shading and compositing procedures, workflows and standards to the CG team
- ✓ Supports the art directors to ensure the pipeline can facilitate the required 'Look' for the projects
- ✓ Identifies lighting and compositing bottlenecks and deficiencies, technical or otherwise, implementing solutions and requesting studio pipeline tool enhancements
- ✓ Partners with CG supervisor and pipeline team to determine appropriate use of applications as they apply to the lighting and compositing pipeline for the various productions, either in development or as they are phased into the productions
- ✓ Responsible for clear lines of communication between lighting team, other departments and production
- ✓ Responsible for show-wide lighting workflow documentation and information dissemination

Task statement 3:

Collaborating with the Art Department and Director to establish the visual style and mood of lighting for the project

Associated Activities

✓ Works closely with the art director, production designer, and director to understand the visual style, mood, and storytelling goals of the project

✓ Participates in concept meetings and reviews to provide lighting insights and suggestions

✓ Translates the artistic vision into practical lighting strategies and techniques

✓ Conducts lighting tests and explorations to define the desired look and atmosphere

✓ Provides guidance and feedback to the lighting team to ensure consistency and adherence to the established visual style

✓ Collaborates with the shading and rendering teams to optimise the integration of lighting elements with materials and textures

Task statement 4:

Managing the technical aspects of lighting, shading, and rendering pipelines

Associated Activities

✓ Oversees the development and implementation of lighting, shading, and rendering tools and workflows

✓ Conducts regular reviews and evaluations of the lighting pipeline to identify areas for improvement, efficiency, and quality enhancement

✓ Collaborates with the pipeline team to address technical challenges and develop solutions

✓ Ensures the compatibility and integration of lighting assets and data with the overall production pipeline

✓ Manages rendering resources and distributes rendering tasks to optimise efficiency and meet project deadlines

✓ Stays updated with industry trends and advancements in lighting, shading, and rendering technologies
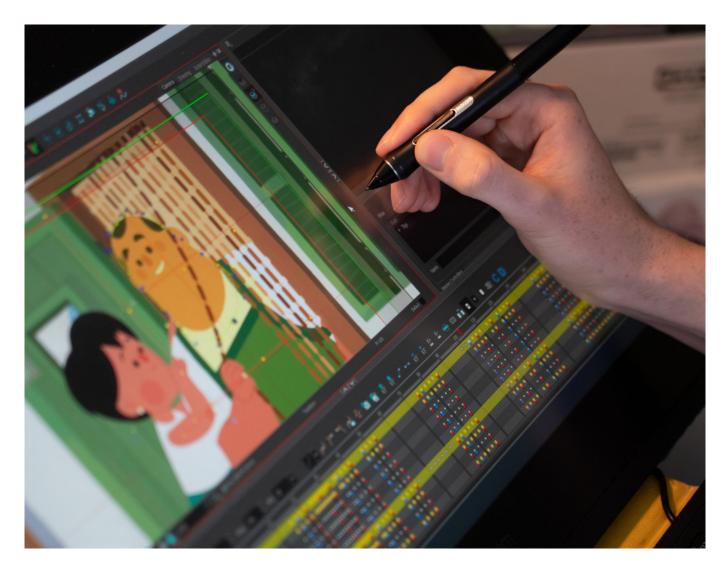
Task statement 5:

Leading and mentoring the lighting team

Associated Activities

✓ Provides guidance and direction to the lighting team in achieving the desired artistic and technical goals

✓ Conducts regular team meetings to communicate project updates, objectives, and expectations

✓ Mentors and supports individual team members in their professional growth and development

✓ Collaborates with production management to assign tasks, set priorities, and manage resources effectively

✓ Conducts performance evaluations and provides constructive feedback to the team members

✓ Facilitates knowledge sharing and best practices within the lighting department

✓ Promotes a positive and collaborative work environment

Task statement 6:

Ensuring efficient communication and collaboration with other departments

Associated Activities

✓ Collaborates with the production manager to define and maintain clear communication channels within the lighting department and with other departments

✓ Collaborates with the production manager to define and maintain clear communication channels within the lighting department and with other departments

✓ Works closely with the compositing team to ensure smooth integration of lighting elements into the final composite

✓ Collaborates with the VFX and CG departments to address technical and creative issues related to lighting and compositing

✓ Participates in dailies and reviews to provide lighting insights and address feedback from other departments

✓ Resolves any conflicts or issues that may arise between the lighting team and other departments

✓ Promotes effective communication and teamwork across the entire production pipeline.

Competencies applicable to Lighting Supervisor

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Lighting Artist

(Also known as Lighter)

This role can operate at different levels and may be named with the level in the title, e.g. Senior Lighter

The 4 levels typically are:

1. Junior
2. Role

3. Senior
4. Lead

As the role progresses through the levels, the complexity of the role increases. The expectation is that the competency levels applicable also increase. For example, at a Junior level, the level of competency expected is likely to be that of 'New Entrant' or 'Foundation Trainee'. The job description below is a generic one. Depending on the studio, the activities may not be applicable at every level.

Role overview:

A Lighting Artist is responsible for following the look development bible for the production, and creating lighting for all assets, environments, and characters of the production. The Lighting Artist collaborates heavily with the CG supervisor, CG asset lead, art directors and texture artists to achieve the artistic style and level needed for the production. The Lighting Artist ensures that all shots are complete and lighting rigs are optimised and organised so that they are ready for use in production. The Lighting Artist also creates any necessary documentation for the overseas lighting launch for the production.

Key tasks:

1. Creating set & character light rigs for designated projects, in line with the workflow and pipeline needs, and to a consistent style and the quality level required

2. Optimising and fine-tuning lighting for assets, environments, and characters

3. Collaborating with the CG supervisor and art directors to achieve the desired artistic style and level

4. Preparing and organising lighting rigs for use in production

5. Collaborating with compositors to achieve the desired final look and integration

Task statements

Task statement 1:

Creating set & character light rigs for designated projects, in line with the workflow and pipeline needs, and to a consistent style and the quality level required

Associated Activities

- ✔ Creates clean and efficient lighting setups for a range of photo-real lighting scenarios and for a variety of different models and surfaces
- ✔ Responsible for scene building of combined upstream data and must manage many shots at the same time
- ✔ Develops innovative solutions to complex lighting/rendering problems
- ✔ Evaluates and debugs lighting setups
- ✔ Works in partnership with compositors to ensure that they have all elements needed from 3D to produce shots of the highest standard
- ✔ Creates and fine-tunes the direct lighting, reflections, shadows and final compositing for each assigned shot, works with the resources and appropriate level of support provided
- ✔ Completes assigned light sequences

Task statement 2:

Optimising and fine-tuning lighting for assets, environments, and characters

Associated Activities

- ✔ Refines and adjusts lighting parameters, such as intensity, colour, and shadow quality, to achieve the desired mood and aesthetic for each shot
- ✔ Optimises lighting rigs and setups for efficient rendering and rendering time reduction
- ✔ Ensures that lighting meets technical requirements and integrates seamlessly with other elements in the scene, such as textures, shaders, and effects
- ✔ Performs quality checks on lighting renders to ensure consistency and adherence to the production's look development standards
- ✔ Collaborates with the CG supervisor, art directors, and texture artists to iterate on lighting setups based on feedback and artistic direction

Task statement 3:

Overseeing sustainable creation of the look development of early hero assets and maintaining the quality of lighting and compositing on all projects

Associated Activities

- ✓ Participates in creative reviews and discussions with the CG supervisor, art directors, and other stakeholders to understand and implement the visual goals and style of the production
- ✓ Receives and incorporates feedback from the CG supervisor, art directors, and other team members to refine and enhance the lighting setups
- ✓ Works closely with texture artists to ensure the lighting accurately represents the materials and surfaces of the assets and environments
- ✓ Provides input and suggestions on lighting techniques and approaches to achieve the desired artistic effects
- ✓ Maintains clear and effective communication with the CG supervisor, art directors, and other team members to ensure alignment and collaboration throughout the lighting process

Task statement 4:

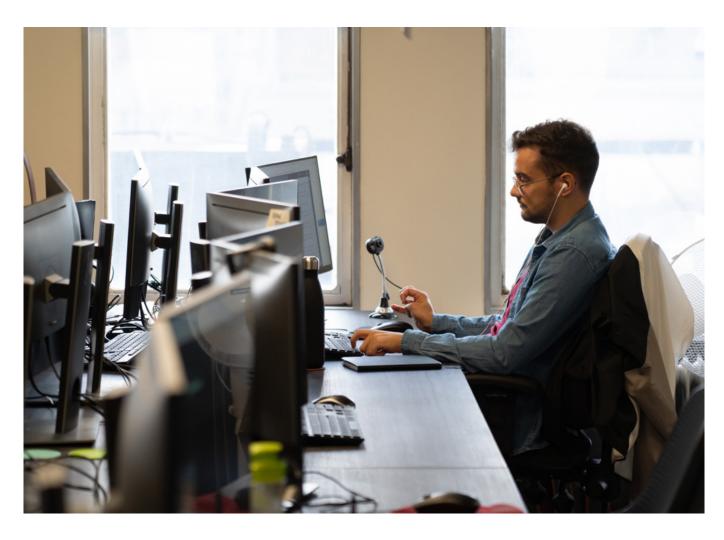**Preparing and organising lighting rigs for use in production**

Associated Activities

- ✓ Organises and structures lighting rigs, including light placements, controls, and effects, for efficient use and reuse in multiple shots and scenes
- ✓ Develops and maintains a library of lighting assets, pre-sets, and templates that can be easily accessed and applied to different shots and sequences
- ✓ Documents and communicates lighting rig setups and instructions to ensure consistency and clarity for other team members who may need to work with or modify the lighting
- ✓ Works closely with the CG asset lead and CG supervisor to ensure compatibility and integration of lighting rigs with the overall asset pipeline and workflow
- ✓ Performs regular checks and updates on lighting rigs to address any technical issues or improvements required

Task statement 5:

Collaborating with compositors to achieve the desired final look and integration

Associated Activities

✓ Works closely with compositors to understand their needs and requirements for integrating lighting elements into the final shots

✓ Provides lighting passes and other necessary assets to compositors for their post-production work

✓ Participates in regular meetings and reviews with compositors to discuss the integration of lighting elements, address any challenges or issues, and ensure the desired final look is achieved

✓ Offers creative input and suggestions to compositors on how lighting elements can enhance the overall visual impact and the storytelling of the shots

✓ Collaborates with compositors to troubleshoot and resolve any technical or artistic issues related to the integration of lighting and compositing elements

✓ Adjusts lighting setups based on feedback from compositors to achieve seamless integration and optimal visual results in the final shots

Competencies applicable to Lighting Artist

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Texturing Supervisor

Role overview:

A Texturing Supervisor is responsible for delivering textures that reach the artistic and technical requirements to deliver the visual style of the production. The Texturing Supervisor will work closely with lighting, the CG supervisor and the VFX supervisor, to ensure that all textures are pipeline-friendly. This is an important and senior role. The artistic expectations are very high, textures are expected to meet the art director's vision for the production. This requires production experience in the texturing and lighting pipeline and an in-depth knowledge of texture painting and UV-ing, as well as the ability to lead and manage a busy team of texture artists in their studio as well as the overseas studio.

Key tasks:

1. Overseeing the creation of textures and shaders across all projects within the studio, maintaining quality and an efficiently managed workflow

2. Managing the department through support, training, collaboration and leadership

3. Establishing and maintaining texture and shader pipelines and standards

4. Collaborating with the art department and art directors to achieve the desired visual style

5. Managing texture and shader resources and budgets

6. Providing technical and artistic support to the texture team

Task statements

Task statement 1:

Overseeing the creation of textures and shaders across all projects within the studio, maintaining quality and an efficiently managed workflow

Associated Activities

✓ Produces artistically accurate textures and shaders in collaboration with the art department

✓ Manages the delivery of textures and shaders through the daily supervision of the texture team across multiple projects; maintains quality and style required under the technical specifications of the project

✓ Conducts technical reviews for assets

✓ Proactive problem solving: creates the IT and pipeline tickets to address any technical problems for the department

✓ Collaborates with the production and CG teams

Task statement 2:

Managing the department through support, training, collaboration and leadership

Associated Activities

✓ Provides managed solutions to problems, including tool & artist development

✓ Produces technical documentation to guide artists through the creation of textures and shaders

✓ Provides creative and technical leadership and support for the texture teams

✓ Conducts regular one-on-ones with the texture artists and submits performance reviews

Task statement 3:

Establishing and maintaining texture and shader pipelines and standards

Associated Activities

✓ Defines and documents texture and shader creation pipelines, guidelines, and standards for the department

✓ Collaborates with the CG supervisor and pipeline team to ensure seamless integration of textures and shaders into the production pipeline

✓ Identifies and implements workflow improvements to streamline texture and shader creation processes

✓ Develops and maintains a library of reusable textures and shaders for efficient asset production

✓ Ensures adherence to texture and shader standards by providing feedback and guidance to texture artists

Task statement 4:

Collaborating with the art department and art directors to achieve the desired visual style

Associated Activities

- ✓ Participates in art department meetings and discussions to understand the artistic vision and style requirements of the production
- ✓ Works closely with art directors to translate their vision into texture and shader designs
- ✓ Provides creative input and suggestions to enhance the visual quality and appeal of textures and shaders
- ✓ Collaborates with the art department to establish and maintain a consistent visual style across the production
- ✓ Receives feedback from art directors and implements necessary changes to meet their artistic expectations

Task statement 5:

Managing texture and shader resources and budgets

Associated Activities

- ✓ Allocates and tracks texture and shader resources across multiple projects to ensure efficient utilisation
- ✓ Collaborates with production management to establish texture and shader budgets for each project
- ✓ Monitors and manages texture and shader production schedules to meet project deadlines
- ✓ Forecasts and plans for future resource needs based on project requirements
- ✓ Tracks and reports on texture and shader production costs to ensure budget adherence

Task statement 6:

Providing technical and artistic support to the texture team

Associated Activities

- ✓ Offers guidance and assistance to texture artists in overcoming technical challenges and achieving artistic goals
- ✓ Reviews and provides feedback on textures and shaders to ensure they meet the quality and style standards
- ✓ Assists in troubleshooting technical issues related to texture and shader creation and implementation
- ✓ Collaborates with the CG supervisor and technical departments to address any technical limitations or issues affecting texture and shader production
- ✓ Provides training and mentorship to texture artists to enhance their skills and knowledge in texture and shader creation techniques

Competencies applicable to Texturing Supervisor

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Texturing Supervisor

Role overview:

A Texturing Supervisor is responsible for delivering textures that reach the artistic and technical requirements to deliver the visual style of the production. The Texturing Supervisor will work closely with lighting, the CG supervisor and the VFX supervisor, to ensure that all textures are pipeline-friendly. This is an important and senior role. The artistic expectations are very high, textures are expected to meet the art director's vision for the production. This requires production experience in the texturing and lighting pipeline and an in-depth knowledge of texture painting and UV-ing, as well as the ability to lead and manage a busy team of texture artists in their studio as well as the overseas studio.

Key tasks:

1. Creating textures & shaders based on the visual and narrative requirements of the directors and art director while working within the technical specifications of the project

2. Creating and editing UV layouts for models

3. Collaborating with the shading and lighting teams

4. Researching and gathering visual references

5. Maintaining file and asset organisation

6. Collaborating with the art director and directors to achieve the desired visual style

Task statements

Task statement 1:

Creating textures & shaders based on the visual and narrative requirements of the directors and art director while working within the technical specifications of the project

Associated Activities

✓ Produces artistically and technically accurate textures & shaders in collaboration with the art department within the agreed time allowed

✓ Collaborates with the texturing supervisor to execute the textures maps necessary for the required look of CG characters and objects

✓ Conducts quality control of texture maps prior to publishing to ensure consistency

✓ Reviews own assets and shots to those of the texture team

✓ Collaborates in animatic reviews

Task statement 2:

Creating and editing UV layouts for models

Associated Activities

✓ Unwraps and lays out UVs for 3D models to ensure efficient use of texture space and minimise distortion

✓ Optimises UV layouts for seamless texture projection and accurate texture painting

✓ Resolves any UV-related issues or errors that may arise during the texturing process

✓ Collaborates with the modelling team to ensure UVs are properly set up for texturing

✓ Ensures UV layouts adhere to the technical specifications and requirements of the production

Task statement 3:

Collaborating with the shading and lighting teams

Associated Activities

✓ Works closely with the shading team to ensure textures and shaders are cohesive and meet the desired visual style

✓ Provides input and feedback on the look and feel of materials and surface properties

✓ Communicates effectively with the lighting team to ensure textures are optimised for lighting scenarios and achieve the desired mood and atmosphere

✓ Participates in regular meetings and reviews with the shading and lighting teams to ensure alignment and consistency in the final rendered images

Task statement 4:

Researching and gathering visual references

Associated Activities

- ✓ Conducts research to gather visual references for textures and shaders based on the requirements of the project
- ✓ Analyses and interprets visual references to understand the desired texture details, colours, and patterns
- ✓ Organises and maintains a library of visual references for easy access and inspiration
- ✓ Keeps up to date with current trends and techniques in texturing and surface materials
- ✓ Shares and communicates relevant references with the texture team and other departments as needed

Task statement 5:

Maintaining file and asset organisation

Associated Activities

- ✓ Organises and manages texture files and assets in a structured and efficient manner
- ✓ Ensures file naming conventions and directory structures are followed for consistency and ease of collaboration
- ✓ Keeps track of versioning and maintains proper backups of texture files
- ✓ Communicates any asset-related issues or discrepancies to the texture supervisor or production team
- ✓ Adheres to studio-wide file management protocols and data security measures

Task statement 6:

Collaborating with the art director and directors to achieve the desired visual style

Associated Activities

- ✓ Participates in meetings and discussions with the art director and directors to understand their vision and requirements for the textures
- ✓ Receives feedback and guidance from the art director and directors on the artistic direction and style of the textures
- ✓ Implements revisions and adjustments based on feedback to ensure the textures align with the overall creative vision
- ✓ Provides creative input and suggestions to enhance the visual storytelling through textures
- ✓ Works closely with the art director and directors to maintain consistency and coherence in the visual style across the project

Competencies applicable to Texture Artist

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

CG Generalist

This role can operate at different levels and may be named with the level in the title, e.g. Senior CG Generalist

The 4 levels typically are:

1.	Junior		**3.**	Senior
2.	Role		**4.**	Lead

As the role progresses through the levels, the complexity of the role increases. The expectation is that the competency levels applicable also increase. For example, at a Junior level, the level of competency expected is likely to be that of 'New Entrant' or 'Foundation Trainee'. The job description below is a generic one. Depending on the studio, the activities may not be applicable at every level.

Role overview:

A CG Generalist is expected to be a strong all-rounder with broad knowledge of the entire VFX pipeline, though they will have varying levels of knowledge in certain areas. They often have in-depth knowledge of the CG assets creation pipeline (modelling, texturing and lighting). They are experienced artists who can learn on the job while delivering to a high standard.

The CG Generalist is responsible for completing many tasks in 3D: animation, modelling, look dev, etc. This role involves adapting to the needs of a project as it progresses and potentially pivoting between roles for different projects.

Key Tasks:

1. Working efficiently and to a high standard across multiple CG tasks

2. Collaborating with other departments and team members to ensure seamless integration of CG assets

3. Troubleshooting and resolving technical and creative issues in the CG workflow

4. Maintaining and organising CG assets and project files

5. Adapting to project requirements and taking on various roles as needed

6. Collaborating with the art director and creative team to achieve the desired visual style and quality for the project

Task statements

Task statement 1:

Working efficiently and to a high standard across multiple CG tasks

Associated Activities

- ✓ Responsible for an entire shot or even sequence of shots from conception to delivery
- ✓ Has in-depth knowledge of how to create clean and efficient models, UV, texture and light scenes
- ✓ Optimises, refines and corrects shots to satisfy the artistic requirements of the supervisor and the client
- ✓ Asset creation (modelling, texturing, look dev)
- ✓ Conducts research in accordance with the project
- ✓ Gathers, manages and organises references used for modelling
- ✓ Creates the digital modelling according to the developed concept or according to the references obtained
- ✓ Creates textures on objects
- ✓ Creates lighting for scenes
- ✓ Prepares layers expected by the compositing team
- ✓ Creates and modifies assets by following the creative direction of the production
- ✓ Animates as required, though a CG Generalist is not considered a specialist in animation
- ✓ Completes various tasks on assets as assigned by production management

Task statement 2:

Collaborating with other departments and team members to ensure seamless integration of CG assets

Associated Activities

- ✓ Participates in meetings and discussions with other departments (such as modelling, texturing, lighting, and compositing) to ensure the smooth exchange of assets and information
- ✓ Communicates and collaborates effectively with team members to address any technical or artistic issues that may arise during the production process
- ✓ Adapts and adjusts CG assets to fit the requirements of other departments and resolves any conflicts or inconsistencies that may arise
- ✓ Shares knowledge and expertise with other team members, providing guidance and support as needed
- ✓ Works closely with the CG supervisor to ensure the cohesive integration of CG assets within the overall visual effects pipeline

Task statement 3:

Troubleshooting and resolving technical and creative issues in the CG workflow

Associated Activities

- ✓ Identifies and addresses technical challenges and limitations in the CG workflow, such as software issues, rendering problems, or asset compatibility issues
- ✓ Provides creative solutions to overcome obstacles and achieve the desired visual outcome
- ✓ Performs quality control checks on CG assets to ensure they meet the technical and creative standards of the project
- ✓ Collaborates with the CG supervisor and technical teams to implement workflow improvements and optimisations
- ✓ Maintains a proactive approach to problem-solving, anticipating and resolving issues before they impact the production schedule or quality

Task statement 4:

Maintaining and organising CG assets and project files

Associated Activities

- ✓ Manages and organises CG assets, including models, textures, shaders, and lighting setups, in a structured and efficient manner
- ✓ Follows established naming conventions and file management protocols to ensure consistency and ease of use for the team
- ✓ Documents and communicates asset workflows, technical specifications, and best practices to facilitate smooth collaboration and handovers
- ✓ Performs regular backups and version control of project files to prevent data loss and ensure data integrity
- ✓ Works with the production management team to track and manage asset dependencies and deliverables

Task statement 5:

Adapting to project requirements and taking on various roles as needed

Associated Activities

- ✓ Adjusts with flexibility to the changing needs of different projects, taking on multiple CG tasks and roles as required
- ✓ Leverages existing skills and knowledge to quickly learn and adapt to new tools, techniques, and software as necessary
- ✓ Works closely with the production team to understand project goals and requirements, and proactively suggests and implements solutions that align with those goals
- ✓ Demonstrates versatility and a willingness to expand skill sets in order to contribute effectively to the overall production process
- ✓ Communicates and collaborates with the project leads to ensure a clear understanding of roles, responsibilities, and expectations within the CG team

Task statement 6:

Collaborating with the art director and creative team to achieve the desired visual style and quality for the project

Associated Activities

✓ Participates in art direction and concept meetings to understand the creative vision and aesthetic goals of the project

✓ Interprets concept art and design references to create CG assets that align with the desired visual style

✓ Receives feedback from the art director and adjusts CG assets accordingly to meet artistic expectations

✓ Works closely with the lighting and texturing teams to ensure the cohesive integration of CG assets within the overall visual style of the project

✓ Provides input and suggestions to enhance the visual quality and artistic integrity of the CG assets based on their expertise and understanding of the project's requirements

Competencies applicable to CG Generalist

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

2D Technical Director

(see also Technical Director)

Role overview:

A 2D Technical Director advises the animation team on the best technology for the project, and designs and develops the production pipeline. They manage the graphics and technical team and support artists and department heads in the use of technology to achieve the artistic goals of the project, especially for fur, clothing, particle effects, etc. They are responsible for troubleshooting and problem-solving technical issues on the production. They mentor junior animators and other team members needing help. They ensure the team meets the technical standards for the project, through specific directing, providing notes, and adjusting the technical content as required. They manage the workflow and production processes of the team, as well as communicate with the wider production team on the technology components and on pipeline improvement.

Key tasks:

1. Advising the animation team on the best technology for the project

2. Designing and developing the production pipeline

3. Managing the graphics and technical team

4. Troubleshooting and problem-solving technical issues on the production

5. Mentoring junior animators and other team members needing help

6. Ensuring the team meets the technical standards for the project and improving the pipeline

Task statements

Task statement 1:

Advising the animation team on the best technology for the project

Associated Activities

✓ Researches and recommends improvements to workflows to improve productivity or communication

Task statement 2:

Designing and developing the production pipeline

Associated Activities

✓ Uses analytics to monitor the workflow of the studio and streamline operations

✓ Assists with troubleshooting workflows and debugging issues

✓ Develops and tests tools, custom features and add-ons, and makes sure it does the best job possible for the animators and layout artists

✓ Works with department leads, software developers and artists to optimise workflows as well as design and create tools to be integrated into the studio's existing pipeline

✓ Researches and recommends improvements to workflows to improve productivity or communication

Task statement 3:

Managing the graphics and technical team

Associated Activities

✓ Recruits and selects team members

✓ Conducts regular one-on-ones and performance reviews

✓ Assigns tasks and gives guidance

Task statement 4:

Troubleshooting and problem-solving technical issues on the production

Associated Activities

- Identifies and resolves technical issues that arise during the production process
- Provides technical support to artists and department heads to overcome challenges and ensure smooth production workflow
- Investigates and resolves software and hardware-related issues that may impact the quality or efficiency of the production
- Works closely with the IT department to address technical issues and implement solutions
- Keeps up to date with the latest industry trends and technologies to anticipate and address potential technical challenges

Task statement 5:

Mentoring junior animators and other team members needing help

Associated Activities

- Provides guidance and support to junior animators, sharing technical knowledge and industry best practices
- Offers constructive feedback and helps develop the skills and expertise of team members
- Assists in the training and onboarding of new team members, ensuring they have a solid understanding of the technical aspects of the production pipeline
- Acts as a resource for technical questions and assists team members in problem-solving and troubleshooting
- Fosters a collaborative and supportive environment where team members can learn and grow in their roles

Task statement 6:

Ensuring the team meets the technical standards for the project and improving the pipeline

Associated Activities

- Defines and communicates technical standards and requirements to the team, ensuring consistency and quality across the production
- Reviews and provides feedback on the technical aspects of the work produced by the team
- Collaborates with department heads and artists to identify areas for improvement in the production pipeline
- Implements and oversees pipeline enhancements to optimise efficiency and quality
- Continuously evaluates industry trends and emerging technologies to identify opportunities for innovation and improvement in the production process
- Works closely with the production team to address technical challenges and ensure the timely delivery of high-quality work
- Provides training and documentation to educate the team on new tools, techniques, or processes implemented in the pipeline

Competencies applicable to 2D Technical Director

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

Technical Director

Role overview:

A Technical Director is responsible for the technical aspects of the production process. They coordinate and manage a team of technicians to ensure that they understand and execute the technical requirements of the project. They have a full understanding of the technical aspects of animation, including storyboard layout, animation principle, and experience with 2D and 3D animation software. They bring creative and technical solutions to both pre-production and post-production tasks, assess risks, and develop strategies for avoiding them and troubleshoot technical issues. They provide technical guidance and assistance to all members of the production team.

Key tasks:

1. Setting up, managing and optimising the workflow of projects across all departments

2. Acting as a liaison between technical and creative team members

3. Ensuring technical accuracy, compliance and consistency of projects across departments

4. Creating processes, tools and workflow guidelines to support creative teams and technical staff

5. Keeping up to date on the latest software, tools, and techniques to ensure the highest quality of work

6. Managing technical team and providing technical guidance and assistance

Task statements

Task statement 1:

Setting up, managing and optimising the workflow of projects across all departments

Associated Activities

✓ Assesses technical needs and requirements for each stage of production

✓ Consults with stakeholders to develop efficient production plans

✓ Establishes and enforces technical standards and quality assurance measures

✓ Troubleshoots technical issues and resolves any problems that arise during productions

✓ Monitors technical progress of the projects and ensures deadlines are met

✓ Maintains software and hardware systems to ensure usability and compatibility

Task statement 2:

Acting as a liaison between technical and creative team members

Associated Activities

✓ Explains technical specifications to creative team members and translates creative concepts into technical terms for the technical team

✓ Develops strategies that balance technical requirements with creative goals

✓ Facilitates communications between the creative and technical teams regarding creative ideas and technical problems

✓ Resolves conflicts related to technical decisions and artistic styles

Task statement 3:

Ensuring technical accuracy, compliance, and consistency of projects across departments

Associated Activities

✓ Coordinates with other departments to ensure the technical elements are integrated seamlessly

✓ Conducts regular one-on-ones and performance reviews

✓ Oversees video and audio post-production editing, sound design and special effects

✓ Monitors progress and output of production departments and provides feedback to maintain technical accuracy, compliance and consistency

✓ Monitors and evaluates the use of technical resources to identify weaknesses and areas of improvement

Task statement 4:

Creating processes, tools and workflow guidelines to support creative teams and technical staff

Associated Activities

- ✓ Works with technical staff to train and mentor them to ensure the workflow runs smoothly
- ✓ Works with staff to create training materials for technical processes
- ✓ Creates and documents system diagrams or flow visuals to illustrate the relationships between applications, technologies, processes, and services
- ✓ Analyses existing processes and improves upon them to ensure inter-departmental workflows are optimised for efficiency
- ✓ Implements testing and feedback procedures and mechanisms to ensure quality of output and consistent technical specifications

Task statement 5:

Implements testing and feedback procedures and mechanisms to ensure quality of output and consistent technical specifications

Associated Activities

- ✓ Researches current industry trends and standards in animation software, tools and techniques
- ✓ Regularly reviews product updates and novelties in the animation software market to identify new opportunities and potential areas for improvement
- ✓ Ensures the animation team has access to the latest software and hardware upgrades as needed
- ✓ Offers insights and assistance in selecting the most appropriate tooling for a particular project
- ✓ Makes recommendations for updating tools and processes for efficiency

Task statement 6:

Managing technical team and providing technical guidance and assistance

Associated Activities

- ✓ Leads and manages a team of technicians, providing guidance, mentorship, and support
- ✓ Assigns tasks and responsibilities to team members based on their skills and expertise
- ✓ Provides technical expertise and assistance to team members, troubleshooting technical issues and offering solutions
- ✓ Reviews and provides feedback on the technical aspects of the work produced by the team
- ✓ Identifies training needs and opportunities for skill development within the technical team
- ✓ Collaborates with other department heads to ensure smooth integration of technical elements into the overall production process
- ✓ Acts as a point of contact for technical questions or concerns raised by team members
- ✓ Stays updated on the latest developments and advancements in technology relevant to the production process and shares the knowledge with the team

Competencies applicable to Technical Director

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
Working independently	Drawing		Managing people	Industry knowledge
Time, task and resource management	Acting for animation		Leading teams	
Problem solving	Storyboarding & use of animatics			
Adaptability to change				
Decision making				

2D VFX Artist

This role can operate at different levels and may be named with the level in the title, e.g. Senior 2D VFX Artist

The 4 levels typically are:

1. Junior
2. Role

3. Senior
4. Lead

As the role progresses through the levels, the complexity of the role increases. The expectation is that the competency levels applicable also increase. For example, at a Junior level, the level of competency expected is likely to be that of 'New Entrant' or 'Foundation Trainee'. The job description below is a generic one. Depending on the studio, the activities may not be applicable at every level.

Role overview:

A 2D VFX Artist specialises in creating visual effects for 2D animations. They design and draw 2D artwork, animate characters and create effects such as smoke, water, fire and lighting. The 2D VFX Artist is responsible for making sure that all of the effects they create are synchronised to the main animation.

Key tasks:

1. Designing VFX appropriate for the scenes and in the style of the production, and in a timely manner

2. Creating and animating 2D visual effects

3. Collaborating with the art director and production team

4. Implementing and refining VFX based on feedback

5. Maintaining organised files and documentation

6. Collaborating with the compositing team for seamless integration of VFX

Task statements

Task statement 1:

Designing VFX appropriate for the scenes and in the style of the production, and in a timely manner

Associated Activities

✓ Develops a clear understanding of the project being produced by watching the animatics

✓ Studies any provided reference material to gain an understanding of a production's tone

✓ Reuses existing effects where necessary

✓ Reviews own workload and communicates any issues to the supervisor

✓ Uses and proposes creative solutions for VFX that match the quality and expectations of the production

Task statement 2:

Creating and animating 2D visual effects

Associated Activities

✓ Utilises software tools and techniques to create 2D visual effects, such as particle systems, explosions, sparks, and magical effects

✓ Applies animation principles to create dynamic and realistic movement for the visual effects

✓ Adjusts timing and motion to ensure synchronisation with the main animation and enhance the overall storytelling

✓ Iterates and refines effects based on feedback from supervisors and directors

✓ Works closely with the animation and compositing teams to integrate the visual effects seamlessly into the final shots

Task statement 3:

Collaborating with the art director and production team

Associated Activities

✓ Participates in concept meetings to understand the visual style and artistic direction of the production

✓ Communicates with the art director to align VFX designs with the overall aesthetic of the project

✓ Collaborates with the production team to ensure VFX tasks are scheduled and delivered on time

✓ Attends production meetings to provide updates on the progress of VFX work and address any technical or creative challenges

✓ Provides input and suggestions for improving the VFX workflow and pipeline

Task statement 4:

Implementing and refining VFX based on feedback
Associated Activities

- ✓ Receives feedback from supervisors and directors on the initial VFX designs and animations
- ✓ Analyses and incorporates feedback to improve the quality and impact of the visual effects
- ✓ Adjusts parameters, timing, and elements of the VFX to enhance the desired visual impact
- ✓ Conducts tests and renders to review the final result and make necessary refinements
- ✓ Ensures that the VFX meet technical requirements and specifications for integration into the final production

Task statement 5:

Maintaining organised files and documentation
Associated Activities

- ✓ Organises and labels VFX files and assets for easy access and retrieval
- ✓ Documents the technical specifications and settings used for each visual effect
- ✓ Maintains a library of reusable VFX elements and textures for future projects
- ✓ Keeps track of versions and iterations of the VFX work to facilitate collaboration and revisions
- ✓ Communicates and shares relevant documentation with other team members or departments as needed

Task statement 6:

Collaborating with the compositing team for seamless integration of VFX
Associated Activities

- ✓ Communicates with the compositing team to understand the requirements and limitations for integrating VFX into the final shots
- ✓ Provides necessary elements, passes, and information to the compositors for proper integration
- ✓ Works closely with the compositors to address any technical issues or challenges during the integration process
- ✓ Reviews and approves the composite shots to ensure that the VFX are seamlessly integrated and meet the desired visual standards
- ✓ Iterates and makes adjustments as necessary based on compositing feedback to achieve the desired visual impact in the final shots

Competencies applicable to 2D VFX Artist

Core	Creative	Technical	Leadership	Personal Development
Quality orientated	Animation principles	Body mechanics	Managing budgets	Continuous learning and improvement
Communication	Storytelling	Understanding post-production processes	Mentoring and coaching	Self-awareness
Working within a team	Creative thinking	Software	Strategic thinking	Managing self & resilience (well-being)
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Adaptability to change				
Decision making				