

## Job Description

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### Art Manager

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Short Fuze are seeking a highly organised, technically knowledgeable and creative manager to work on an industry-pioneering machinima tool that enables users to create their own movies. This is a great opportunity to undertake a versatile and rewarding role within a young growing company.

Reporting to the COO, the Art Manager's primary role is one of project management, coordinating the production and management of all external art production, in combination with managing internal productivity in support of the outsourcing process, and the development roadmap.

A technically knowledgeable and capable 3D artist, this is a critical senior role with a mandate to ensure the highest quality of released art within our products.

In addition, the role requires a strong understanding and production capability for 3D art (modelling, texturing and animation), in order to communicate the company vision and requirements to outsourcing partners, and to coordinate iterative reviews of all externally created assets, to ensure suitably high quality solutions.

The Art Manager will strategically build the Company's creative capability, from establishing a strong art team that delivers high quality assets for integration into company products, to liaising with the CTO and engineering to understand the engine capabilities, and be involved in the conception, design and implementation of new engine features from an art point of view.

In conjunction with engine capabilities, the Art Manager will assist with defining the look and style of art as represented in product output, and communicate this to both internal and external artists, and the company as a whole.

#### Duties and Responsibilities

- Supervise the outsource production pipelines and workflows
  - Support the sourcing and approval of vendors, plus training and due diligence alongside the COO
  - Support the legal and financial management of vendors. Assist with the drafting and execution of contracts.
  - Prepare bidding packs (Art Briefs, Tech Spec, etc.) and ensure vendors have all information required to formulate their bid
  - Co-ordinate the day to day running of the contracts ensuring good communication between companies is maintained; and assist the outsourcers to meet our requirements by equipping them with all information required to keep to the agreed schedule.
- Implement the company's strategic plans
  - Develop and implement the management strategy and plans for deliverable quality and production processes
  - Develop and maintain production infrastructure strategies
  - Support the creation of an outsource reference and information database
  - Deliver regular reports to communicate the art and outsourcing status
- Manage and develop direct reporting staff
  - Monitor staff performance according to agreed standards and take necessary action to advise individuals according to their performance levels
  - Undertake periodic staff reviews as part of the company appraisal process

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- Manage internal Art Team productivity
  - Plan and manage departmental activities in accordance with agreed budgets and timescales
  - Establish and implement the required communication strategy for the improvement and awareness of quality issues
  - Remain up-to-date on all aspects of internal production management
- Coordinate the specification of all product art content
  - Create High Level Art Briefs for product Content Packs
  - Establish detailed Art Briefs to external suppliers
  - Where appropriate, economically create, or organise the creation of pilot assets for internal and external reference, that set the required standard
- Final responsibility for all assets in development, whether internally or externally produced
  - Carry out early stage asset review and feedback
  - Ensure all assets achieve the agreed company standard before integration with the product
  - Monitor, communicate and apply quality standards created or maintained by the market, and where appropriate integrate within internal quality management systems

## Personal Attributes

- Must possess excellent management skills - lead and direct by example
  - Have excellent written and verbal communication skills and can effectively communicate technical and creative briefs and feedback
  - Exceptional attention to detail
  - Have excellent troubleshooting abilities and resourcefulness
  - Be task-driven with excellent time management skills and the ability to prioritise and schedule your own work
- Be prepared for overseas trips visiting key vendors, particularly at the 'on-boarding / training' stage alongside project leads
- Consistently demonstrate effective planning and scheduling skills:
  - Assist in the development of the plan for organising, executing and controlling project activities
  - Provide input on development schedules and see them through to their successful conclusion
  - The ability to work within budget commitments, be responsive to deadlines and work well under pressure
  - Someone who thinks creatively to resolve technical challenges and limitations, and learns quickly as project needs change
- A passionate, enthusiastic and self-driven individual, with a genuine interest in creative media (games and film), user experience, and good design

## Experience

The right candidate will have some of the following:

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- At least three years experience of creating in-game art assets preferred
- Familiarity with technical concepts of real time rendering
- Expert in 3D Studio Max and Photoshop
- A proven understanding of current 3D art creation techniques
  - A keen eye for lighting, shading, colour, detail and form
  - Proven Next Gen modelling and texturing skills (through original art and photo reference)
  - Proven understanding of natural motion and animation skills for organic and inorganic models
  - Experience of character and object rigging
  - Knowledge of lip-synching and facial animation techniques
- Strong background in project management
- Possess an understanding of the outsourcing process
- Strong understanding of the client/customer relationship; plus experience in working with sub contractors and building effective working relationships
- Possess strong documentation skills including an advanced knowledge of Microsoft Office products such as Word, Excel, Outlook and Microsoft Project

## Package

£30k - £45k, commensurate with experience