

Jobs in Computer Animation

WORKPLACE DOCUMENT

BEFORE YOU READ

Suppose you've just gotten a job as a character animator at a company that creates computer graphics. Some workplace documents can help you settle in. An organizational chart will tell you how your job relates to other jobs in the company, and your job description will let you know what's expected of you. Good luck in your new position!

FOCUS: WORKPLACE DOCUMENT

The purpose of most workplace documents is to present accurate information as briefly and clearly as possible. The documents you will read next fulfill that purpose.

- The organizational chart uses a graphic format to show how jobs are ranked and how they relate to each other. The job titles are set in boxes, with positions of greatest responsibility at the top and those of least responsibility at the bottom. Connecting lines show the paths of supervision.
- The job description uses an outline structure to present information. Boldface and numbered headers clearly identify aspects of the job. Lowercase letters introduce duties, which are listed in point-by-point sequence.

TERMS TO KNOW

Boldface—dark, heavy type.

Format—the design of a document.

Graphics—visual elements that illustrate, demonstrate, or highlight the text, such as art, photos, drawings, and diagrams.

Header—a label or heading that begins a section of a document.

Point-by-point sequence—a sequence that lists items in no particular order.

Step-by-step sequence—a sequence that tells what to do first, second, third, and so on.



Reading Standard 2.1

Analyze the structure and format of functional workplace documents, including the graphics and headers, and explain how authors use the features to achieve their purposes.

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TEXT FEATURES

This chart presents information in a graphic format that is easy to read and understand. What is listed in the boxes on the chart?

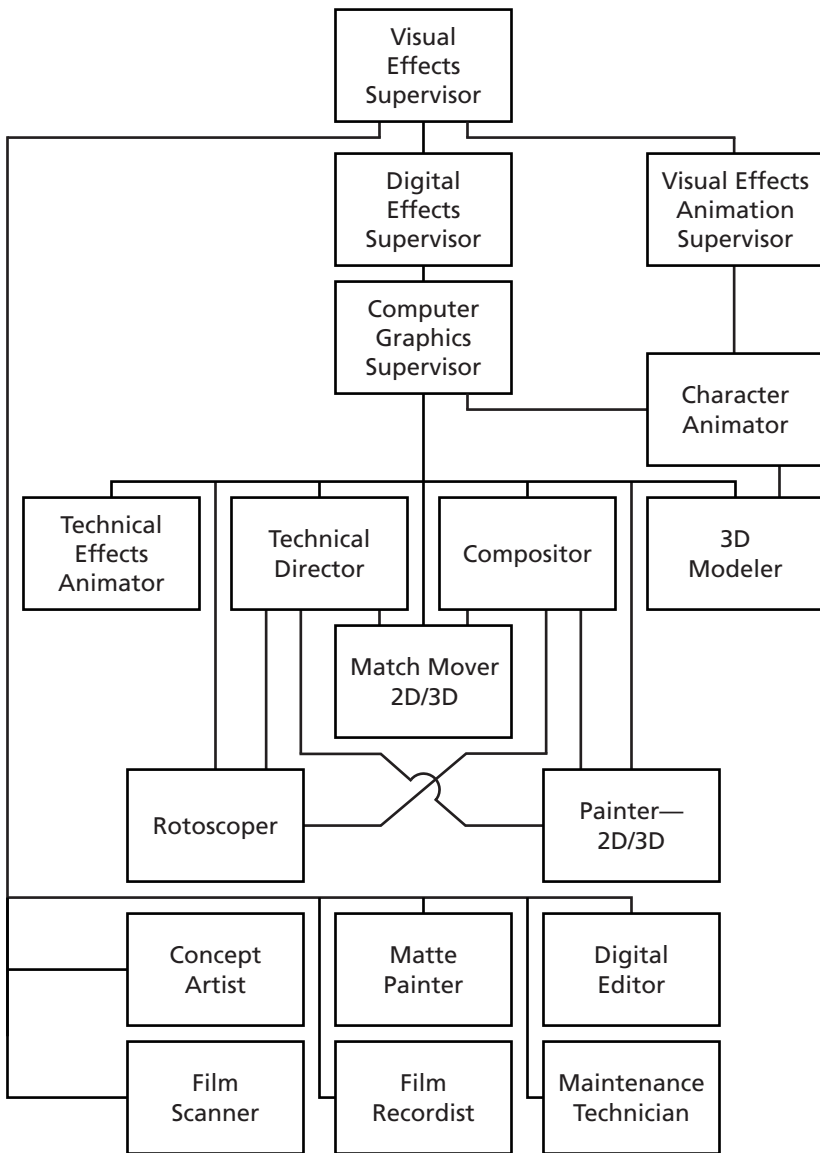
TEXT FEATURES

What do the graphic lines from one box to another indicate?

IDENTIFY

Put a checkmark in all boxes showing positions supervised by the Computer Graphics Supervisor.

Organizational Chart



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Job Description

CHARACTER ANIMATOR

1. **Responsibilities:** The **Character Animator** is directly responsible to the **Visual Effects Animation Supervisor**, is responsive to the **Computer Graphics Supervisor**, and is responsible for creating and animating the character(s) developed for the production in order to assure seamless integration of the work with live action and other digital elements.

2. **Duties:**

- 10 a. Reading and annotating the script for meaning, emotion, action, continuity, plot, and character development, as necessary;
- b. Reviewing the storyboard to determine the type, placement, and number of technical effects required;
- c. Examining film or tape plates, clips, and stills of the background and/or principal action, as available;
- d. Suggesting the type, and where and how effectively computer generated animation and modeled imagery might be applied to the production;
- 20 e. Preparing tests of proposed animation to show to the **Visual Effects Animation Supervisor** and the **Computer Graphics Supervisor** for approval;
- f. Getting approval from the **Visual Effects Animation Supervisor** of all CG character animation and modeling elements being developed at each stage of development.
- g. Conferring regularly with the **Visual Effects Animation Supervisor** and the **Computer Graphics Supervisor** to apprise them of the progress and synchronization of the character animation and modeling work;
- 30 h. Otherwise carrying out the duties normally required of this classification.

TEXT FEATURES

Circle the job title header.
What are the four main sub-heads under the job title?

FORMAT

Read item number one.
What elements are printed in **boldface** type?

SEQUENCE

Numbers and letters sometimes indicate a step-by-step sequence, which tells you what to do first, second, third, and so on. However, in this document, the numbers and letters are part of an outline format. What type of **sequence** are the items listed in?

Notes

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3. **Considerations:** When one (1) or more of the above duties are required, a **Character Animator** is called for.
 4. **Requirements:** The **Character Animator** must be experienced in traditional forms of animation and in CG animation work and must have a thorough working knowledge of the UNIX and Mac platforms, the SGI and Sun workstations, and of the various proprietary software programs utilized in CG work—principally, the 2D/3D packages by: Alias/Wavefront, Softimage, and Side Effects (Houdini and Prism); the 2D packages: Parallax and Discrete Logic (Flint, Flame and Inferno); and Adobe (Photoshop).



Inside an animation studio.

Test Practice

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Complete the sample test item below. The box at the right explains why three of these choices are not correct.

Sample Test Item	Explanation of the Correct Answer
<p>Graphic elements of the Organizational Chart are—</p> <p>A the title</p> <p>B the boxes</p> <p>C job titles</p> <p>D headers</p>	<p>The correct answer is <i>B</i>.</p> <p>The boxes are visual, or graphic, elements. <i>A</i>, <i>C</i>, and <i>D</i> are incorrect because the title, job titles, and headers are all text elements or features.</p>

DIRECTIONS: Circle the letter of the best response to each item.

- In the Organizational Chart, the lines represent—
 - how to get from one job to the next
 - family relationships
 - routes between offices
 - paths of supervision
- In the Organizational Chart, which jobs have the most responsibility?
 - those at the top
 - those at the bottom
 - those at the left
 - the ones with the most lines
- In the Job Description, in what order is the information presented?
 - step-by-step sequence
 - point-by-point sequence
 - chronological sequence
 - no particular sequence
- How are job titles highlighted in the Job Description?
 - They are turned into headers.
 - They are printed in boldface.
 - They are placed in parentheses.
 - They are printed in regular type.
- The Organizational Chart and the Job Description are both—
 - consumer documents
 - public documents
 - workplace documents
 - graphic documents



Reading Standard 2.1
Analyze the structure and format of functional workplace documents, including the graphics and headers and explain how authors use the features to achieve their purposes.



Before You Go On . . .

Check your Standards Mastery at the back of this book.