


Ref #:	
<div style="text-align: center;">  <h2 style="margin: 10px 0;">Government of Trinidad and Tobago</h2> <h3 style="margin: 0;">JOB DESCRIPTION</h3> <h3 style="margin: 0;">CONTRACTUAL POSITION</h3> </div>	
JOB TITLE: ANIMATOR	
JOB SUMMARY:	
The incumbent is responsible for creating compelling animations to support the Ministry's/Department's/Agency's communication initiatives, programs, and messages.	
REPORTS TO:	Head – Corporate Communications or designated officer
SUPERVISION GIVEN TO:	N/A
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ▪ Develops and produces animations and motion graphics for Ministry projects, including public service announcements, educational videos, and social media content. ▪ Creates character sketches for new animations based on design briefs. ▪ Develops storyboards for animation projects; ▪ Designs backgrounds, sets and other elements of the animated environment; ▪ Develops timing and pacing of motion based on audio requirements. ▪ Works with the story editors to merge the various layers of animation; ▪ Records dialogue for the animation, where necessary; ▪ Collaborates with other creatives, including designers, photographers and other animators, to finalize projects. 	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Knowledge of digital marketing design, focusing on social media, online banner advertising, motion design, video editing, visual design, typography, layout, image retouching, and digital storytelling. ▪ Proficient in Adobe Creative Suite, particularly Adobe After Effects, Premiere, Photoshop, Illustrator, and adept at using Mac OS. ▪ Experience with HTML5 ad authoring tools, such as Google Web Designer, for creating interactive and engaging online advertisements. ▪ Understanding of social media platforms and best practices, ensuring content is optimized for each platform's unique audience and format.

	<ul style="list-style-type: none"> ▪ Comprehensive knowledge of the 12 principles of animation, such as staging, timing, ease in, ease out, and anticipation, to create fluid and dynamic animations. ▪ Familiarity with color theory, applying principles to create visually harmonious and appealing designs ▪ In-depth understanding of mathematical and geometric concepts, essential for accurate and aesthetically pleasing visual compositions
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Crafts engaging motion graphics for various applications. ▪ Develops informative and visually appealing explainer videos ▪ Ensures alignment with the Ministry's graphic design and animation standards ▪ Completes all assigned tasks within set deadlines, demonstrating strong time management and organisational skills ▪ Develops storyboards and mock-ups, visualising concepts and ensuring alignment with project goals and client expectations ▪ Generates creative ideas for animation pieces, focusing on key messages, target audience identification, and goal setting to achieve impactful results ▪ Sets technical specifications for animations, determining the appropriate format, size, and style to meet project requirements and objectives ▪ Performs related duties
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ▪ Minimum of two (2) years' experience in digital motion/video-editing/graphic design. ▪ Training as evidenced by a recognised University degree in animation, film, television, photography, illustration, 3D/graphic design or computer/computer-aided engineering or a related field. ▪ Postgraduate qualifications in animation will be an asset. ▪ Any equivalent combination of qualifications and experience. 	