



*Stephen X. Arthur
Technical writer

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Born 1954 (INTJ)

Summary

During my lifelong pursuit of both the creative arts and the hard sciences, I've made a living primarily from technical-writing contracts. Specialties include user manuals and training video scripts.

Education

Master of Science—neuroscience (brain physiology, Faculty of Medicine)
University of British Columbia (Vancouver) 1988 – 1991

Master of Fine Arts—film production and screenwriting
University of Southern California (Los Angeles) 1979 – 1981

Bachelor of Science—zoology (plus animation filmmaking)
University of British Columbia (Vancouver) 1973 – 1977

Work Experience

- | | |
|---|--|
| 1971-78
book author,
filmmaker

Vancouver | Science textbook
Originated and wrote, with co-author Lorne Whitehead (recently Vice President Academic at UBC), a 400-page college-level general science textbook based on visual flowcharts that show the development and relationship of major concepts. Unpublished. Federal OFY grant. 1975 |
| 1979-87
screenwriter

Vancouver,
Los Angeles | Film production
Prior to attending film school—produced and directed five award-winning animated and experimental films, plus educational films for UBC Dept. Education and West Vancouver Parks and Recreation (initiated while employed as a park naturalist in Lighthouse Park). 1971-1978 |
| 1984-89
technical writer
(mainly contract)

Vancouver | Motion picture screenplays
Authored six original, feature-length, commercial screenplays; seven treatments for features; and four short scripts. Three options to produce were sold to film producers in Los Angeles. |
| | Institute of Communication Arts
Taught screenwriting for two 64-hour semesters. 1984, 1987. |
| | Story analyst (freelance)
Did piece work as a “reader” for NBC, Charles Fries, HBO, and Telefilm Canada. 1983-1984 |
| | H.C.L. McDonald and Associates
Wrote the user guide for a general-ledger accounting software application. 1984 |
| | Sydney Development Corporation
Wrote the user manual for a stockbroker's software application on the Macintosh platform. Wrote software documentation for a mainframe library system, and wrote a user guide for a video game. 1984 |

Bikes On Broadway

Wrote a series of comical radio ads aired in Vancouver (Massey Productions). 1985

Glenayre Electronics - Engineering Dept.

Engineering Department (on contract): Wrote Operator's, Supervisor's, and Manager's Manuals for a commercial answering-service system. *Marketing Department (as employee):* Wrote brochures, press releases, and overhead presentations for a variety of telecommunications products. Supervised complete documentation for installation, operation, and maintenance of a digital paging system. May 1985 – July 1986

Trans Atlantic Resources

Wrote a corporate documentary video on mining properties (Mott Communications). 1986

McDonald Dettwiler and Associates

Validated documentation for installation, operation, maintenance, and engineering of a mainframe-based meteorological analysis system developed for the U.S. Air Force, AWDS (Automated Weather Distribution System). 1987

Mobile Data International (now MDSI)

Documented parts information for the 6100 Portable Data Terminal. Supervised comprehensive updating of the product documentation, from component-level maintenance to user guide. 1987

Justice Institute of B.C.

Wrote a dramatization video of Police and Fire Academy training. Developed the course outline for Electrical Safety for Firefighters. 1988.

B.C. Central Credit Union

Wrote a training video on deposit insurance (Vidatron Productions). 1988

1989-91

science writer
(author, unpaid)

Vancouver

Academic science papers

Wrote basic-research manuscripts for journal publication, and various literature-review papers (unpublished). Presented at poster sessions at UBC Dept. Ophthalmology and Society for Neuroscience Annual Meeting in New Orleans, 1991. Published abstract (Soc. Neurosci. Abstr. 17, 75).

Science editing (contract)

Performed substantive and style editing for an MRC grant proposal, contracted by Dr. Reza Tabrischi, Dept. Pharmacology, UBC. 1991

1991-96
technical writer
(contract)

Vancouver

B.C. Children's Hospital

Wrote a video on occupational therapy (UBC Biomedical Communications). 1991

Hillsborough Resources

Wrote a promotional video on mining properties (Shane Lunny Productions). 1992

B.C. Medical Association

Wrote a press release, *World's Deadliest Poison Used for Revolutionary Therapies* (contracted by Dr. Jean Carruthers). 1992

B.C. Cancer Research Centre - Terry Fox Lab

Wrote a training video on tissue culturing. 1992

Science World B.C.

Researched and wrote the content for *That Day in Science*, an interactive computer kiosk on the history of science. 1993

Fisheries Council of B.C.

Wrote a training video on salmon canning (produced by BCIT - AV Dept). 1993

B.C. Hydro – Trades Training and Development

Researched and wrote the training manual for a new skills-upgrading course for power system journeymen, *Distribution Switching for Linemen* (through Nutec Training). 1993

Spectrum Signal Processing

Developed and co-wrote (with Joyce Arthur) the user guide and online help for an integrated sound/fax/modem/ answering-machine PC expansion board, with associated software (through Duncan Kent and Associates). 1993

Hughes Canada Systems Division – Product Support

Developed the department's procedures for managing, developing, and conducting large-scale training programs for the air-traffic control industry, based on the Design/IDEF process-mapping software tool (through Project Group). 1994

B.C. Ministry of Forests

Wrote a series of ten training videos on field sampling procedures for the Resource Inventory Skills Training program (BCIT/Nutec Training/Black Tusk Video). 1995

B.C. Ministry of Forests

Wrote Participant's and Trainer's Guides for the Resource Inventory Skills Training Curriculum, including photo interpretation, field navigation, plot sampling for plant identification and coverage, timber cruising, and ecological site series (through Nutec Training). 1996

1996 – 2004
Media producer
(contract)
Vancouver

National Film Board of Canada – *Transfigured*

Produced, directed, and animated the award-winning NFB film *Transfigured*, based on the paintings of Jack Shadbolt. Numerous international film festivals and exhibitions. 1996-1998

National Film Board - *Earth Moves*

Researched and wrote successful proposals that obtained funding to develop a scientific-visualization project for schools—a paleogeographic time-lapse film series, simulated with 3D animation. Commissioned by the NFB to research the subject matter in depth (historical geology), conduct market research, write the scripts for the five parts, evaluate production software, and estimate the budget. Unproduced. 1998-2000

Production grants from the Canada Council for the Arts

Developed and wrote a proposal for a Program of Work that obtained the largest amount of funding awarded to individual media artists by the Canada Council's Creative Development Grants (\$20K). Followed this with a successful production-grant proposal (\$55K) for *Tran Scan*, an eight-minute experimental animated film that took two years of grueling, full-time work to complete, and cost an additional \$50K out of pocket. Burned out and retired from filmmaking. 1999-2004

2005-08
technical writer
(contract)
Vancouver

BC Transmission Corporation

Edited, wrote, formatted, and performed image layout for a field guide used to assess the condition of critical overhead components such as towers and lines (through Duncan Kent and Associates). January 2005

BC Mineral, Oil and Gas Revenue Branch

Edited, summarized, rewrote, and formatted sections of a manual on software procedures for administrators (through Duncan Kent and Associates). February 2005

E-Comm 9-1-1 Emergency Communications for Southwest British Columbia, Inc.

Developed the format for documenting standard operating procedures for dispatching fire-and-rescue responders. Wrote and edited the manual in clear, plain English. June-Sept 2005

IMT Image & Microscope Technology (South Korea)

Wrote sections of a user manual for upgrades to iSolution DT, a professional microscopic image-analysis application. Copy-edited the entire manual. October 2005

ImageMaker Advertising

Wrote treatments and scripts for corporate documentary videos for mining exploration companies American Creek Resources, Baffinland Iron Mines, Bell Resources, Selkirk Resources. Series of separate contracts. Dec 2005 – June 2007

Richmond Fire-Rescue

Wrote, revised, and edited various sections of the firefighter's standard operating procedures manual for posting on their intranet (through Duncan Kent and Associates). June-July 2006

Iwasan Consulting – SR&ED

Wrote Detailed Project Descriptions for several Scientific Research and Experimental Development Tax Credit reports. November 2006

Healthy Heart Society – IMPACT BC Initiative

Wrote a series of training manuals to assist BC family physicians to make management improvements as part of a province-wide program sponsored by the BC Ministry of Health, the BC Medical Association, and Merck Frosst. Wrote the Participant's Guides entitled *Program Introduction*, *Understanding Quality Improvement*, *Adopting the Chronic Disease Management Toolkit*, and *Working in Teams*. October 2006 – February 2008

CHC Helicopter Corporation – Global Operations

Wrote a manager's manual for using CHC's Web-based Safety & Quality Integrated Database, a global, integrated, reporting and safety-management system. Feb-March 2008

BC Transmission Corporation

Performed comprehensive substantive editing of BCTC's 2008 *State of the Transmission System Report*, 115 pages (through Duncan Kent and Associates). June 2008

Software tools

Microsoft Word, FrontPage, Excel, Visio, and PowerPoint. Adobe Photoshop and Technical Communication Suite (FrameMaker, Acrobat, Adobe 3D).

Digital media skills include using advanced professional production software such as Adobe After Effects for compositing, tracking, and image processing; paint-based animation programs; 3D animation and rendering software such as Discreet 3ds max; Sonic Foundry Sound Forge for sound editing and sound design; mpeg compression; and DVD authoring.

Writing samples and employer references

See a large number of writing samples, as well as a one-page functional resume, at:
www.sxa-portfolio.com

References are available on request and at:
www.sxa-portfolio.com/SXA-recommendations.html