Welcome to our information pack for the post of:

Digital Media Specialist

The following information is provided to assist your application. Information about the BFI can be found at our website: www.bfi.org.uk with information specifically about job vacancies at www.bfi.org.uk/about-bfi/job-opportunities

1.	Welcome and how to apply:	Page 2
2.	The advert	Page 3
3.	The package	Page 4
4.	The BFI plus link to our 2017/18 BFI Annual Review http://www.bfi.org.uk/about-bfi/annual-review-management-agreement	Pages 5-6
5.	The role	Pages 6-9
6.	BFI Executive Organisation Chart	Page 10
7.	Data & Digital Preservation Department Organisation Chart	Page 11

Welcome to our information pack for the post of:

Digital Media Specialist

Thank you for your interest in the post. I hope that you find this information pack helpful and we look forward to receiving your application. The successful applicant will be joining the BFI at a hugely important and pivotal time. The post of Digital Media Specialist will play a crucial role to ensure our success going forward.

1. How to Apply:

To apply please click the *Apply Online* button and complete our online application form, including a supporting statement regarding what you bring to the role and how you meet the criteria of the person specification plus our completed equality & diversity monitoring form.

Please submit your application by **midnight on 21 February 2019**. If you experience any technical difficulties please contact the Human Resources Team during office hours by email: opportunities@bfi.org.uk or telephone: 0207 957 4706 who will be happy to help. Please be aware that Google Chrome users may experience technical issues when submitting an application online and are recommended to use an alternative browser.

First interviews will be held in **week commencing Monday 4 March 2019**.

Second interviews will be held on **Thursday 11 and/or Friday 12 March 2019.**

If you have any questions or want to discuss the post prior to applying please contact me at: andrew.sargeant@bfi.org.uk.

I look forward to receiving your application.

Andrew Sargeant
Digital Operations Team Leader

2. Job Advert

Digital Media Specialist

Fixed term position until March 2021

Salary £23,433- £27,414 per annum, plus generous benefits package including flexible working

We are looking for a Digital Media Specialist to support mass digitisation project workflows to support meeting BFI's preservation and access objective of mass digitisation and 'born-digital' acquisitions.

This is a great opportunity to utilise your technical skills and expertise to play a significant role in preserving film and television heritage in the heart of the BFI National Archive.

You will have a relevant technical qualification at NVQ level 3, or equivalent experience gained within professional audio visual technology or moving image archives. You will also have experience of working with digital media formats or audio visual technologies and equipment, be able to recognise and diagnose technical problems, and understand the potential issues and challenges of mass digitisation.

Based at the BFI National Archive, you will enjoy benefits such as our pension scheme, excellent support for working parents, 28-33 days annual leave, tickets to BFI festivals and events plus many others. Further details about the post can be obtained by visiting www.bfi.org.uk/about-bfi/job-opportunities.

The closing date for applications is **midnight on Thursday 21 February.**

First interviews will be held **week commencing Monday 4 March 2019.**

We support diversity and inclusion

3. The package - salary and benefits

All roles at the BFI are individually evaluated. This role is graded at Level 2A and the salary range is £23,433 to £27,414. The pay points on the pay scale are:

£23,433
£24,369
£25,344
£26,358
£27,414

We would normally aim to recruit to the minimum point of the pay scale, but will match to the nearest point within our pay scale (where possible) the successful candidate's current salary within a similar external role, if that is higher than our minimum point.

Benefits

At the BFI we offer a wide range of benefits to our employees including:-

- BFI pension scheme
- 28-33 days paid annual leave (excluding Bank Holidays)
- Support for working families: generous contribution to childcare costs; childcare vouchers; enhanced maternity, paternity and shared parental pay
- We promote and support flexible working
- Our Employee Assistance Programme provides advice and support for employees and their key family members across all life events
- Free tickets to BFI Southbank screenings and events plus access to other BFI Events
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- 35% employee discount on all food across BFI Benugo outlets, and 20% staff discount on alcohol
- 70% employee discount on BFI DVDs, 50% on books and merchandise plus 20% off other items at BFI Filmstore
- 40% employee discount on all retail, including upstairs concessions, at BFI IMAX – Odeon

Certain conditions apply on some benefits and these details are available from Human Resources. Some benefits are non-contractual and the BFI reserves the right to review benefits and withdraw benefits as appropriate.

People Engagement and Wellbeing

The BFI takes our responsibility to engage and develop our employees seriously. We carry out a range of activities to facilitate this, including:

- All employees are appraised each year and agree objectives and a development plan with their line manager.
- Meetings are held at Directorate, Department, team and individual level with 'all employee' events each quarter.
- Our brand values are 'Approachable, Inspiring and Responsive'.
- We are committed to promoting diversity and inclusion across all our activities. A cross BFI representative steering group assists us plan and monitor our initiatives.
- We provide a range of wellbeing initiatives. As part of our mental health wellbeing strategy we have Mental Health 1st Aiders at each main site, we took part in the MIND Wellbeing Index in 2017/18 and run regular workshops and initiatives
- We regularly review our staff engagement strategies to see how we are doing

4. The BFI

The BFI is an internationally recognised cultural body, and the lead organisation for film in the UK. We are a Government arm's-length body and distributor of Lottery funds for film. We serve a public role which covers the cultural, creative and economic aspects of film in the UK. The BFI delivers this role:

- As the UK-wide organisation for film, a charity core funded by Government
- By providing Lottery and Government funds for film across the UK
- By working with partners to advance the position of film in the UK.

Our ambition is to create a flourishing screen environment in which innovation, opportunity and creativity can thrive by:

- Connecting audiences to the widest choice of British and world cinema
- Preserving and restoring the most significant film collection in the world for today and future generations
- Championing emerging and world class filmmakers in the UK - investing in creative, distinctive and entertaining work
- Promoting British film and talent to the world
- Growing the next generation of filmmakers and audiences

Founded in 1933 the BFI is a registered charity governed by Royal Charter. The BFI Board of Governors is chaired by Josh Berger CBE.

In November 2016 we launched *BFI2022*, our strategic plan for film for 2017-2022. It focuses on the future, with three core priorities to support Future Talent, Future Learning and Skills, and Future Audiences.

The new strategy builds on the successes and direction of our previous five-year plan - *Film Forever* (2012-2017).

5. The Role

Job Description

Directorate: Programme

Department: Collections & Information: Data & Digital Preservation

Role: Digital Media Specialist

Grade: 2A

Accountable to: Digital Operations Team Leader

Location: BFI National Archive Conservation Centre, Berkhamsted

Main contacts: Digital Operations team, Technical Operations team, Heritage 2022 Project Managers, Data & Digital preservation team; Collections Management teams

Main Aims

To provide a range of technical functions necessary to support mass digitisation project workflows including quality control, file transfer, media management, documentation and ingest, to meet the preservation and access objectives of mass digitisation and 'born-digital' acquisitions.

Assist with quality control, verification and spot check processes in collaboration with project partners and external suppliers, to meet project quality standards and deadlines.

Key Responsibilities

Use a wide range of technical equipment relating to digital media, including workstations with Mac, Windows and Linux operating systems, data networks and data storage devices, to support the digital media operations of the BFI National Archive activities including encoding, Quality control, restoration and digital preservation.

Utilise a wide range of software based applications, both open source and proprietary e.g., MediaConch, QCTools, FFMpeg and Adobe Creative Cloud.

Undertake regular and disciplined media management for relevant storage resources, with attention to established policies, standards and best practices.

Check and approve digital media to agreed policies and standards using a range of automated and visual quantative assessments.

Working closely with Archive Conservation colleagues to resolve issues with image and sound quality, making relevant adjustments or recommendations as necessary.

Use the BFI Collections Information Database (CID) and Workflow system to initiate work, capture technical information and track progress of activities. Ensure capture of information is relevant, accurate and comprehensible.

Provide feedback to refine and optimise the workflows for delivery, quality control and management of media assets.

Provide advice to all colleagues engaged with digital acquisitions, encoding, file transfer, transcoding, access, preservation and quality control.

Provide cover for other colleagues as necessary.

Keep abreast of changes in best practice and technological developments to ensure that BFI thinking and practice is leading edge.

Approach:

To carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'.

To be supportive and good team player, supporting others where you can, and actively participating in team meetings, events and the induction and training of new team members

To promote and support diversity and inclusion in all activities

To be an ambassador for the BFI through maintaining a professional approach at all times.

The post holder must at all times carry out their responsibilities with due regard to the BFI's policies and procedures

To undertake any other activities that may be reasonably required.

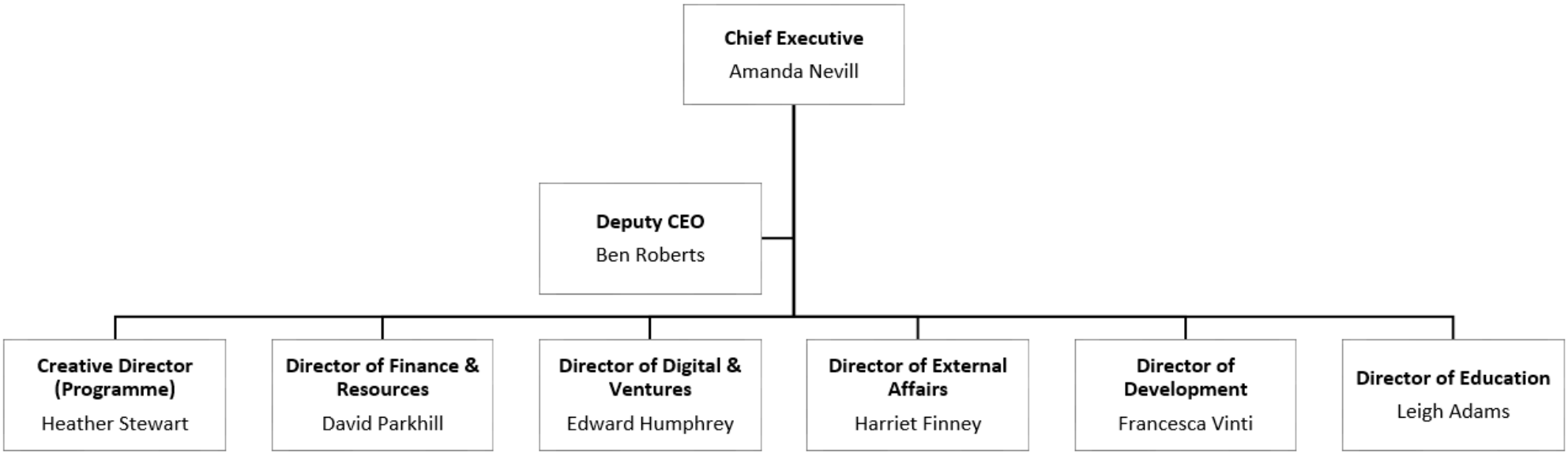
Digital Media Specialist Person Specification

Minimum requirements:

- Suitable technical qualification at NVQ level 3, or relevant experience gained within the professional field of audio visual technology or moving image archive
- Experience of working with digital media formats or audio visual technologies and equipment
- Ability to recognise and diagnose technical problems and where appropriate deliver concise feedback to inform remedial action
- An understanding of potential issues with mass digitisation of videotapes and specifically the BFI's H2022 project for videotape preservation
- Understanding of Digital Preservation practices, open source tools and their application to audio visual media
- Good communication skills with the ability to deal effectively with people at all levels
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'
- A proven track record of promoting and supporting diversity and inclusion
- Experience of working as a supportive team member
- The ability to develop and maintain good working relationships with BFI colleagues, partners and stakeholders
- Good organisational skills with the proven ability to meet deadlines and targets whilst working in a busy environment.
- A competent Microsoft Office user
- A commitment to continual professional development

February 2019

6. BFI Executive Structure:



7. Data & Digital Preservation Department Organisation Chart

