



Welcome to our information pack  
for the post of:

Freelance XR Producer  
64<sup>th</sup> BFI London Film Festival (LFF)

Fixed Term Fee - Freelance Consultancy Arrangement until  
October 2020

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

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Welcome to our information pack for the post of:

Freelance XR Producer  
BFI London Film Festival (LFF)

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.

**1. How to Apply:**

To apply please click the *Apply Online* button and complete our online application form, please upload your CV and include 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 **Wednesday 8 July 2020**. If you experience any technical difficulties please contact the Human Resources Team during office hours by email: [opportunities@bfi.org.uk](mailto: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.

Please be advised that we do reserve the right to close the application window earlier if we receive sufficient numbers. We therefore encourage people to apply as soon as possible.

Interviews will be held in week commencing **13 July 2020**.

If you have any questions or want to discuss the post prior to applying please contact [Olivia.Howe@bfi.org.uk](mailto:Olivia.Howe@bfi.org.uk).

I look forward to receiving your application.

Olivia Howe  
BFI Festival Producer

## 2. Job Advert

### Freelance XR Producer BFI London Film Festival (LFF)

The BFI London Film Festival is looking to engage a Freelance XR Producer to work on the delivery of this year's virtually-delivered XR programme.

You will be responsible for:

- Supporting the production and operational delivery of the XR programme from development through to delivery
- Research and identify, platform, designers and other suppliers to contribute to the delivery of the programme.
- Work in close in consultation with the Festival Producer, XR Programmer, Programme Manager, BFI central services teams, LFF Managers and third-party suppliers, to ensure the successful end-to-end delivery of the XR Programme

You will need to have significant experience in a similar role, including demonstrable working experience of producing XR exhibitions.

The successful candidate will be paid an agreed daily rate of £160 for work completed towards the XR programme. The majority of work will take place between July until late October 2020 and is anticipated to be between 60-65 days of work to be agreed.

In keeping with the BFI London Film Festival's diverse film programme, and with an acknowledgement of the imbalances in representation in the film industry, we strongly encourage applications from all sectors of society to accurately reflect the local and wider demographic, and especially from Black, Asian and Minority Ethnic (BAME) candidates, and those who consider themselves to be disabled. Under the BFI's guaranteed interview scheme applicants who self-identify as BAME and/or disabled and demonstrate that they meet the minimum requirements will be invited to interview.

Further details about the post can be obtained by visiting [www.bfi.org.uk/about-bfi/job-opportunities](http://www.bfi.org.uk/about-bfi/job-opportunities).

The closing date for applications is **8 July 2020**  
Interviews will be held in the week commencing **13 July 2020**



*We support diversity and inclusion*

### 3. The Role

#### Freelance XR Producer BFI London Film Festival (LFF)

##### Key Responsibilities

- Support the production and operational delivery of the XR programme from development through to delivery
- Provide programme operation support to the programme and screenings team, including materials collation and delivery, artist contracts, establishing technical requirements for the works and liaising with artists to ensure accurate crediting of the works for the festival website
- Research and identify, platform, designers and other suppliers to contribute to the delivery of the programme
- To work in close consultation with Festival Producer, XR Programmer, Programme Manager, BFI central services teams, LFF Managers and third-party suppliers, to ensure the successful end-to-end delivery of the XR Programme
- Feed-in to the overall XR Production budget
- To provide event delivery support for a number of virtual “live events” during the festival period
- To act as a guide in the virtual space for the duration of the festival
- Ensure VIP guests are able to access the projects

## Person Specification

Minimum requirements:

- Significant experience in a similar role, including demonstrable working experience of producing XR exhibitions
- A passion for, and working knowledge of, storytelling through immersive technology
- Expert knowledge in a broad range of studios, creators and artists working in the field of immersive technologies
- Expert knowledge in a broad range of XR technologies, file formats, devices (HMDs) and streaming methods
- Excellent project management skills required to ensure the project milestones are met and progress is kept on track
- Experience of working for a festival or similar event

July 2020

### 4. Terms of Engagement

Please be aware that this post is for a consultancy agreement for services to the BFI.

The successful candidate will be paid a fee of £160 per day for work completed. The majority of work will take place between mid to late July until 30 October 2020.

Specific hours are flexible in the run up to the Festival, but it is anticipated that there will be a minimum requirement for the successful candidate of being available for approximately 60-65 day over the course of the contract.

The fee will be payable on receipt of a suitable invoice from you. The BFI shall deduct any sums owed by you to the BFI from the invoice on payment. As a consultant you are, of course, responsible for payment of all income tax and national insurance contributions.