



Welcome to our information pack for the post of:

Technical Services Cinema Engineer (Part Time)

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 Plus link to our 2015/16 BFI Annual Review | Page 4 |
| 4. The BFI | Pages 5 |
| 5. The role | Pages 6- 9 |
| 6. BFI Executive Organisation Chart | Page 10 |
| 7. Technical Services Department Organisation Chart | Page 11 |

Welcome to our information pack for the post of:

BFI Technical Services Cinema Engineer (Part Time)

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 Cinema Engineer 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. This includes our equality & diversity monitoring form.

You will not be able to upload additional documents as part of the online application process so please ensure all information requested is included clearly.

Please submit your online application by 28 January 2018

First interviews will be held in the week commencing 5 February 2018.

If you have any questions or want to discuss the post please contact me at Dominic.Simmons@bfi.org.uk

Again, many thanks for your interest and I look forward to receiving your application.

Dom Simmons
Head of Technical Services

2. Job Advert

BFI Technical Services Cinema Engineer Part Time, Average of 2 days per week

Salary £17,691 - £20,697

(£44,229 - £51,744 full time equivalent) plus generous benefits package

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 are looking for a Technical Services Cinema Engineer, who will ensure that all Technical Services equipment at BFI Southbank and Stephen Street Screening Rooms are maintained to the highest professional standards. With the Head of Technical Services, you will plan the BFI's continued commitment to screening film as film through researching, sourcing and procuring all available projection and audio elements in the UK and beyond.

The successful candidate will have expert level knowledge of D-cinema and video projection systems, along with excellent working knowledge of theatre lighting, cinema sound systems and analogue film projection.

This position will work for an average of 2 days per week over the year. Some periods of the year will require full time hours to be worked, for example in the run up to the London Film Festival.

Based in Central London, you will enjoy benefits such as our pension scheme, 28-33 days annual leave pro rata, 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 28 January 2018
First interviews will be held in the week commencing 5 February 2018



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 3B and the full time salary points for this grade as at 01 November 2016 are:

£44,229 (point 1)
£46,002 (point 2)
£47,844 (point 3)
£49,755 (point 4)
£51,744 (point 5)

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.

Staff Benefits

At the BFI we offer a wide range of benefits to staff 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
- Employee Assistance Scheme covers you and your key family members across all life events
- We promote and support flexible working
- 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% staff discount on all food across BFI Benugo outlets, and 20% staff discount on alcohol
- 70% staff discount on BFI DVDs, 50% on books and merchandise plus 20% off other items at BFI Filmstore
- 40% staff 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.

Staff Engagement

The BFI takes our responsibility to engage and develop staff 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 regularly at Directorate, Department, team and individual level with 'all staff' events from time to time
- 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

Department: Technical Services

Division: Programme and Acquisition

Position: Technical Services Cinema Engineer (P/T)

Grade: 3B (0.4)

Accountable to: Head of Technical Services

Main contacts:

Technical Services, Cinema and Events, Education and Festivals teams, external Technical Services clients, external LFF venues, service and equipment providers.

Main Aims:

To ensure that all Technical Services equipment at BFI Southbank and Stephen Street Screening Rooms is maintained to, and operational at, the highest professional standards.

To ensure that all BFI Technicians have the opportunity to ensure that all BFI screenings and events, both at BFI venues and at other affiliated BFI external events, are presented in a world class environment.

With the Head of Technical Services, to plan and enact a comprehensive plan for servicing the BFI's continued commitment to screening film as film, both through maintaining existing equipment, and through researching, sourcing and procuring all available projection and audio elements in the UK and beyond.

With the help of the Head of Technical Services, to continue to upgrade the equipment and facilities at all BFI venues to ensure that they remain at the forefront of presentation and event technology whilst still supporting and improving legacy formats.

Under the guidance of the Head of Technical Services, to plan and undertake a comprehensive training programme designed to elevate the film projection engineering knowledge of all Technical Services team members, ensuring that analogue film projection is sustainable for the foreseeable future.

Key Responsibilities:

To manage and undertake a rolling repairs and renewals programme across the BFI Southbank and Stephen Street screening rooms' technical inventory, ensuring that all projection equipment is fit for purpose.

To assist the Head of Technical Services in researching, procuring and cataloguing analogue film spares from the wider industry.

To test, calibrate and configure all D-Cinema equipment to the DCI standard on a regular basis, ensuring that is up-to-date and as per industry standard.

With the support of the Head of Technical Services and the Technical Services Manager, to research, plan and carry out new equipment installations across BFI Southbank and Stephen Street Screening Rooms.

To keep at the forefront of D-Cinema engineering, researching and undertaking specialist training as required.

To research and oversee Technician engineering training programmes internally, and where directed externally, ensuring skills are improved and shared across the Technical Services team and wider industry.

Where required to deliver and manage technically complex events, working with BFI departments and clients in all venue settings on and off-site where appropriate.

To source and contract specialist technical support and equipment as required.

Together with the Technical Services Manager, to monitor individual team members' needs for training and new skills, reporting to the Head of Technical Services.

On occasion, to lead and supervise shift teams working within an 8.00 a.m. - 11.30 p.m. work window.

To agree targets and KPIs for the team and provide regular progress reports and management information.

To manage the budget, ensuring that Financial Procedures are followed for the management of all assets.

To provide cover for other managers as required/line management.

To oversee any allocated budgets as directed by the Head of Technical Services, ensuring that all budgetary requirements are met.

To ensure that all BFI financial and procurement rules and procedures are adhered to. To become familiar with and adhere to BFI policies and procedures.

To participate actively in BFI meetings, planning, development and team building events.

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

To participate in BFI projects and initiatives as agreed.

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

To be collegiate and a good team player, support others where you can, and actively participate in team meetings, events and induction 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.

To undertake any other activities that may be reasonably required.

Person Specification

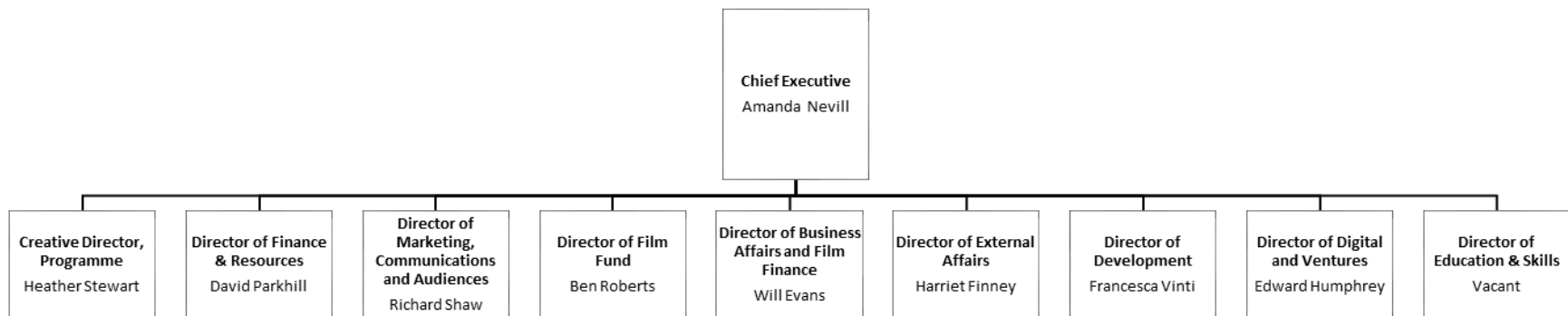
- GCSE Maths and English or equivalent.
- Expert level knowledge of the design, installation, calibration and operation of D-cinema and video projection systems, ideally with certified training from a range of D-Cinema equipment suppliers.
- Expert level knowledge of the design, installation, calibration and operation of cinema sound systems.
- Excellent knowledge of network delivery, infrastructure and associated IT skills including Microsoft Office.
- Excellent working knowledge of the servicing and operation of analogue film projection systems, including film projection audio processing.
- Excellent working knowledge, experience and high proficiency in theatre lighting systems, masking and tabs.
- Excellent working knowledge, experience and high proficiency in theatre P.A and audio mixing desks.
- Ability to design and implement film and digital training programmes for internal and external clients.
- Experience of working in a cultural organisation, venue or environment.
- Electrical installation qualification e.g. C & G 2365 is desirable

- Excellent communication skills both oral and written, including report writing skills and the ability to deal effectively with people at all levels.
- Proven ability to manage budgets.
- Demonstrated ability to liaise effectively with other departments and with BFI clients/partners.
- Ability to act responsibly under pressure and prioritise tasks effectively.
- Ability to use initiative and work well within a small team.
- Self-motivated and enthusiastic.
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'.
- An applied demonstrable commitment to the principles of diversity and inclusion whilst carrying out all responsibilities.
- 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 commitment to continual professional development.

The postholder must at all times carry out his/her responsibilities with due regard to the BFI's Policies and Procedures.

December 2017

6. BFI Executive Structure:



7. Technical Services Department Organisation Chart

