



Welcome to our information pack for the post of:

Collections Care Assistant – Special Collections (3 Month Fixed-term Contract)

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 2013/14 BFI Annual Review
http://www.bfi.org.uk/about-bfi/annual-review-management-agreement | Page 5 |
| 5. The role | Pages 6-8 |
| 6. BFI Organisation Chart | Page 9 |
| 7. Curatorial Organisation Chart | Page 10 |

Welcome to our information pack for the post of:

Collections Care Assistant – Special Collections

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 Collections Care Assistant – Special Collections 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 **midnight Sunday 10 May 2015**.

First interviews will be held on **Thursday 21 May 2015**.

If you have any questions or want to discuss the post please contact Claire.smith@bfi.org.uk.

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

Nathalie Morris
Senior Curator – Special Collections

2. Job Advert

BFI
Collections Care Assistant – Special Collections
(3 Month Fixed-term Contract)

Salary £22,626 - £26,472 pro rata

We are looking for a Collections Care Assistant to assist with the care and documentation of the BFI National Archive's Special Collections of scripts, documents, ephemera, posters, designs and photographs. The role will involve re-housing and other elements of preservation work, cataloguing, digitisation and assisting with exhibitions and loans.

The ideal candidate will have an interest in film and television, particularly British film and television, demonstrable experience of working with archival documents and works on paper, and knowledge of best practice for handling and care. You will also have relevant experience gained in a gallery, museum, archive or conservation studio with knowledge of storing, mounting and displaying paper-based works to museum/conservation standards.

You need to be educated to degree level or equivalent, ideally in film studies, history or a relevant to the role and have good organisation and communication skills with the ability to prioritise and manage and meet deadlines. Experience of using databases and other information systems for documentation and collections management is also essential to this role.

This contract is to provide short term cover within the team, therefore we are looking for someone who is available with an immediate start date.

This post is based at the John Paul Getty Conservation Centre in Berkhamsted (nearest train station is Berkhamsted) but the post holder may be required to carry out some duties in central London.

The closing date for applications is **midnight on Sunday 10 May 2015**. Interviews will be held on **Thursday 21 May 2015**.



We support diversity and inclusion

3. The package - salary and benefits

All roles at the BFI are individually evaluated. Each pay scale comprises of 5 points, with a 4% increase between each point. Incremental advancement is performance based which is assessed each year. Each year a 4% increase can be gained until the maximum point of the salary scale is reached. This role is graded at Level 2A and the salary points for this grade as at 01 April 2014 are:

£22,626 (minimum)

£23,532 (point 2)

£24,474 (point 3)

£25,452 (point 4)

£26,472 (maximum)

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 defined contributions pension scheme
- 28-33 days annual leave
- Free tickets to BFI Southbank events plus access to other BFI Events
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- Childcare Voucher scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- 35% staff discount at Benugo – Riverfront, and 20% staff discount at Benugo – Bar and Kitchen, at BFI Southbank
- 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
- A staff engagement survey is conducted regularly to see how we are doing

4. The BFI

The BFI is the lead organisation for film in the UK. We are a Government arm's length body and distributor of Lottery funds for film.

The BFI was founded in 1933 and our mission is to ensure that film is central to our cultural life, in particular by supporting and nurturing the next generation of filmmakers and audiences. We combine cultural, creative and industrial roles, bringing together the BFI National Archive and BFI Reuben Library, film distribution, exhibition at BFI Southbank and BFI IMAX, publishing and festivals with Lottery funding to film production, distribution, education, audience development and market intelligence and research. We provide Lottery funding for training and education through partners such as Creative Skillset and we have strategic partnerships for film across the devolved nations and funding in the English regions. We are responsible for UK film certification, which is the gateway to the UK film tax credit, for the Creative Europe Desk UK and for promoting British film and talent internationally.

In October 2012 we launched *Film Forever*, our strategic plan for film for 2012-2017: www.bfi.org.uk/about-bfi/policy-strategy/film-forever. The plan sets out our vision and initiatives for achieving it. Our strategy is based around three priorities:

- Expanding education and learning opportunities and boosting audience choice across the UK;
- Supporting the future success of British Film; and
- Unlocking film heritage for everyone in the UK to enjoy

The BFI is a registered charity governed by Royal Charter.

5. The Role

Job Description

Department: Curatorial Unit (Special Collections)

Post title: Collections Care Assistant

Grade: 2A

Accountable to: Curator - Posters and Designs

Main contacts: Special Collections and other curatorial staff; BFI cultural/programming teams; Berkhamsted collections management and facilities staff; Donors

Main Aims:

To assist with the care and documentation of the BFI National Archive's Special Collections of scripts, documents, ephemera, posters, designs and photographs. The role will involve re-housing and other elements of preservation work, cataloguing, digitisation and assisting with exhibitions and loans.

Key Responsibilities:

To assess and condition report collection items, carrying out basic preservation work as necessary, including cleaning, re-housing and basic repairs.

To produce box lists of uncatalogued collections and to catalogue selected collections and collection items to SPECTRUM and ISAD(G) standards using the BFI's Collections Information Database. To carry out digitization work as part of this process.

To assist with the relocation of collections in preparation for forthcoming building works. To ensure all collections are moved in line with best practice handling standards, and to ensure location documentation is kept accurate and up to date.

To assist with acquisition work, including the creation of accession records and cataloguing and collection care plans.

To support the Posters and Designs curator with work on the museum collections, including preparing objects for transport, liaising with other organisations, carrying out research and providing administrative assistance as required.

To assess and prepare works for both storage and display.

To assist curator with exhibitions and loans work, as required, including preparing works for transport and liaising with venues, fine art agents and external contractors.

To answer collections-based enquiries within agreed timescales.

To maintain good relations with donors and other collections stakeholders.

To ensure that line managers are briefed on any local developments, with particular regard to the operation of the paper store. To provide reports and statistics as required.

To be involved, as required, in setting up of displays for, and dealing with, visitors to the BFI.

To assist and supervise, as required, Special Collections researchers visiting the BFI.

To keep up to date with best practice and current developments in fields relating to the postholder's duties and maintain contacts within the archive and museums sector.

To provide cover for other colleagues as required.

To actively participate in BFI meetings, planning, development and team building events and to participate in BFI projects and initiatives as agreed.

To be an ambassador for the BFI and maintain a professional approach at all times.

To carry out all responsibilities in a way which supports BFI values and promotes equal opportunities, diversity and inclusion within the BFI.

To undertake any other duties that may be reasonably required.

Person Specification

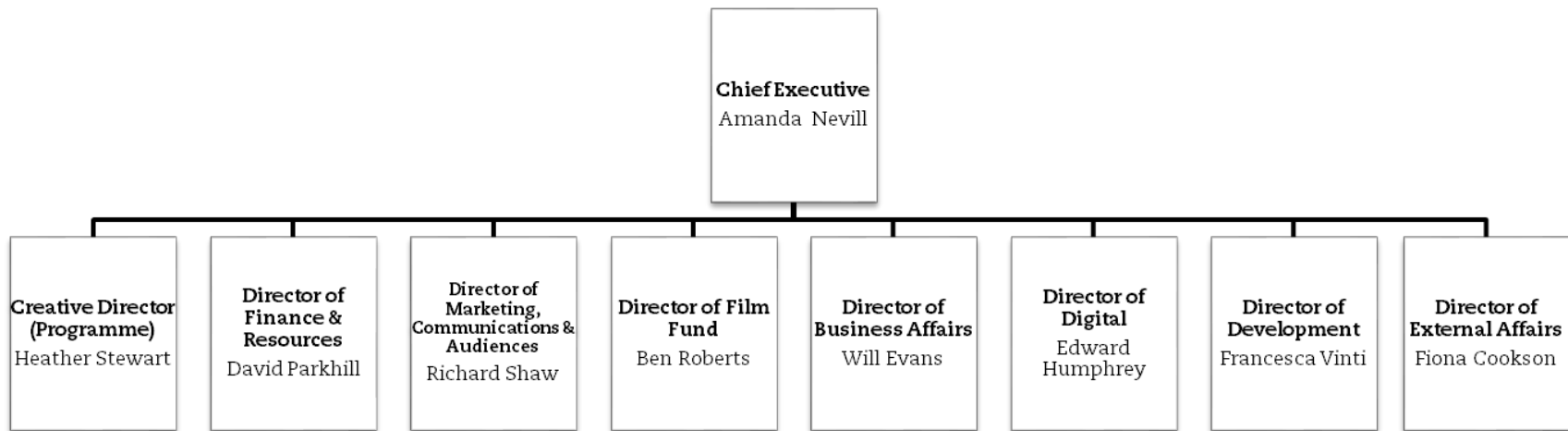
Minimum Requirements:

- Degree or equivalent, ideally in film studies, history or discipline relevant to the role.
- Relevant experience in a gallery, museum, archive or conservation studio.
- Demonstrable experience of working with archival documents and works on paper, and knowledge of best practice for handling and care.
- Knowledge of storing, mounting and displaying paper-based works to museum / conservation standards.
- Experience of using databases and other information systems for documentation and collections management.
- To be able to manage time and priorities while working across the separate but related departments within BFI Special Collections.
- Experience of/knowledge of digitizing two-dimensional works on paper, with due regard for the original materials.
- An interest in film and television, particularly British film and television.
- A commitment to continual professional development and the desire to keep up-to-date with technical information and current best practice, and to maintain and develop subject knowledge through reading and viewing.
- Good communication, negotiation and advocacy skills, both written and verbal.
- Good organisational skills with the ability to prioritise and delegate and the proven ability to manage and meet deadlines.
- Computer literate with a good working knowledge of Microsoft Office and Photoshop.

The postholder must at all times carry out his/her duties with due regard to the BFI's policies and procedures.

April 2015

7. BFI Executive Structure:



8. Curatorial Organisation Chart

