Welcome to our information pack for the post of

Trainee Script Editor
(Fixed term contract for 8 months)

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

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1. The role

BFI Film Fund
Trainee Script Editor
£20,835 per annum pro rata

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.

There is a wealth of diverse and gifted screenwriters working in British film. In order to support and nurture both the current and next generation of writers, we believe the industry would benefit from an increased number of Script Editors with real industry experience and from a range of backgrounds.

With this in mind, the BFI Film Fund launched an eight month Trainee Script Editor position in 2013 and we are now looking to recruit for the next round. This placement will consist of six months within the BFI Film Fund and two months within an active film production company.

Given the wide range and volume of projects supported by the BFI Film Fund, the successful applicant will have a truly unique opportunity to be exposed to writers of all levels of experience, and across all genres. Examples of recent films supported by the Film Fund are Ken Loach’s I, DANIEL BLAKE, Andrea Arnold’s AMERICAN HONEY, Amma Asante’s A UNITED KINGDOM and Francis Lee’s GOD’S OWN COUNTRY.

During the placement, the successful candidate will have 1:1 sessions with Executives and Story Editors within the Film Fund, shadow them on multiple projects and participate in meetings with writers, directors and producers. The candidate will be expected to read scripts, provide script coverage, generate written script notes and deliver notes verbally in meetings.
2. **Person Specification**

**Minimum Requirements:**

- A minimum of two years’ experience working in film or TV;
- Excellent written and spoken communication skills;
- Demonstrable interest in and in-depth understanding of storytelling, screenwriting and script development;
- Interest in and understanding of the film industry both past and present;
- Interest in the work of the BFI;
- Organised approach with an attention to detail;
- Ability to work on your own initiative and within a team;
- A competent Microsoft Office user
- An interest and awareness of emerging talent in film, TV, theatre and other.
- A demonstrable commitment to the principles of diversity and inclusion and its practical application and integration in the work environment.
- 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 become familiar with and adhere to BFI policies and procedures

• To undertake any other activities that may be reasonably required.
3. **The package**

**Salary & Benefits**

The salary for this position is **£20,835 per annum pro rata**. You’ll have access to employee benefits such as 28-33 days annual leave per annum pro rata, tickets to BFI festivals and events plus many others.

**Engagement**

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

- Regular reviews are held between manager and employee to set development targets.
- Meetings are held regularly at Directorate, Department, team and individual level with ‘all staff’ meetings from time to time
- A staff engagement survey is conducted regularly to see how we are doing
4. How to Apply

To apply please click the Apply Online button and complete our online application form. When completing the form, please ensure that you structure your application in the prescribed format, as stated below. The form also includes our equality & diversity monitoring form.

You will have the option to upload your CV through the online application process. Please ensure that all information requested within our application form is included clearly in your CV or complete the relevant part of the application form. You will also need to complete the supporting statement regarding what you bring to the role and how you meet the criteria of the person specification.

Supporting Statement

The application form contains a supporting statement section. In your supporting statement, please ensure you include the following;

- **An approximately 300 word brief outline of what you would bring to the role, how you meet the criteria of the person specification, your career aspirations and how you see this placement helping you to achieve them.**

- **A 300 word review of a British film released in the last two years.**

Please submit your online application by **18th April 2017**.

Please note shortlisted candidates will be asked to read a script and write a script report before being invited to interview.

Interviews are intended to be held towards the end of May/early June.

Please read our FAQs below, and if you still have any questions about the post you can contact me on david.kimbangi@bfi.org.uk.

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

David Kimbangi
Development Coordinator
BFI Film Fund
5. Frequently Asked Questions

**How long is the contract?**
The contract lasts for eight months, six months will be spent in the BFI Film Fund, and two months will be spent with an industry partner.

**Is the position paid?**
Yes. The position has been evaluated and graded at Level 1B within the BFI's pay and grading structure. The salary for this grade is £20,835 per annum pro rata.

**When will the contract start?**
The position is intended to start in Summer 2017, with the two month external placement starting in early 2018. There will be flexibility with start and end dates depending on the successful candidate’s notice period.

**Where is the position based?**
The first 6 months will be based at BFI Head Office, 21 Stephen Street, London W1T 1LN [Hours: 9.45am – 6.00pm Monday to Thursday, 10.00am – 6.00pm Friday]. The final two months will be spent with an external production company.

**Who should apply?**
We are ideally looking for someone who has been working in film or TV but wants to progress to the next level, hence the two years minimum requirement. The candidate should have enough experience and knowledge (or equivalent, see below) to have identified script editing as the area of film production they are most passionate about, and wants to use this position to forge a career path as a script editor. The minimum criteria required is detailed on Page 3.

**I'm not sure if my experience equates to two years’ experience working within film or TV.**
For this trainee position you will be immediately immersed in film development, exposed to scripts and expected to respond with a knowledge and understanding of what you are reading. As such, the successful candidate will most benefit if they come to the position with a working knowledge of both the industry and script development. Only you can determine whether you feel your skills and experience will ready you for the placement. If you think you can demonstrate equivalent experience in another way we welcome your application, please just detail it in your supporting statement. The experience requirement can also partially be filled by a recognised technical film course, alongside hands on experience.
I already have sample script reports, can I send them alongside my application?
Due to the volume of applications we receive, we can only accept the online application form detailed on Page 4; if you are shortlisted, you will be asked to submit a script report, but we will send you the script to ensure all candidates have the same amount of time to ready their report.

I am based overseas, can I apply?
We accept applications from candidates overseas who have the right to work in the UK, though we will expect a level of knowledge and interest in the UK film industry. Unfortunately we cannot sponsor your move to the UK nor provide assistance with travel or accommodation costs. If your application was shortlisted we could arrange a Skype or conference call with the team for your interview.

I wasn’t successful in the last round, can I reapply?
If you were unsuccessful in the previous recruitment cycle, you can reapply for this round.

Can I have feedback on my application?
If you are not invited to an interview you will be contacted by email, however, due to the volume of applications we receive we cannot provide individual feedback on unsuccessful applications.

What happens at the end of the placement?
At the end of the placement you will meet with your BFI supervisor to review your experience and give you the opportunity to provide feedback to shape the scheme going forward. The Film Fund will also ensure you have networking opportunities with key Producers/Development Executives/Story Editors to discuss with them their own path into the industry.
6. 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 film 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 film makers in the UK - investing in creative, distinctive and entertaining work
- Promoting British film and talent to the world
- Growing the next generation of film makers 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).

In each area there are significant policy, strategy and public affairs priorities. These include a new International strategy to embrace the work to support a smooth Brexit, launching and delivering a new skills strategy, a major commitment to diversity and opportunity with the stated aim of the BFI Diversity Standards being universally used by 2022, and a much more active role supporting and advocating for the Nations and regions.

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