



Welcome to our information pack for the post of:

Curatorial 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

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|----|---|-----------|
| 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 2016/17 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. | Programme Department Organisation Chart | Page 11 |

Welcome to our information pack for the post of:

Curatorial Specialist

Fixed Term Contract until 31 August 2019

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 Curatorial 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 Wednesday 19 September 2018**. 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 4837 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 on **Thursday 27 and/or Friday 28 September 2018**.

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

I look forward to receiving your application.

Dylan Cave
Collections Development Manager

2. Job Advert



Curatorial Specialist

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

Fixed Term Contract until 31 August 2019

We are seeking a Curatorial Specialist who will support the work of the BFI National Archive in conserving and preserving film, television and the heritage of the moving image.

We are looking for someone with a passion for, and knowledge of film and television history who understands the issues and challenges in preserving and conserving a range of archival materials in varied formats from different eras.

You will also have a relevant qualification or demonstrable equivalent experience of working with archive film and video materials.

This is an excellent opportunity to work with the BFI's unique and expansive collection of film and television history in a range of formats, while building your Curatorial skills and experience.

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 **Wednesday 19 September 2018**.
First interviews will be held on **Thursday 27** and/or **Friday 28 September 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 2A and the salary range is £23,433 to £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 and Information
Role:	Curatorial Specialist
Grade:	2A
Accountable to:	Collections Development Manager
Location:	BFI National Archive, Berkhamsted
Main contacts:	Curators, Curatorial Archivists, Vaults Staff; Documentation team; Conservation Specialists; Collections Access

Main Aims

The main aim of the curatorial specialist is to support the curatorial archivists in acquiring materials into the BFI National Archive. The post holder will examine and identify newly acquired film, video and digital items, and prepare them for long term conservation and preservation, including digital preservation. The post holder will accurately describe these new acquisitions using the BFI's documentation system.

Engaged with the history of film, TV and the moving image, the curatorial specialist will understand the cultural significance of materials, research the archive's holdings and advise on the best materials for programming, conservation and preservation.

Key Responsibilities

- Work with curators and curatorial archivists to process acquisitions, identify and inspect materials in order to advise on conservation need, conducting comparison where required. Ensure that acquired elements are accurately described and documented on the BFI's documentation system.

- Bring an understanding of the history of film, television and the moving image to support curatorial archivists in assigning preservation status of newly acquired materials. In consultation with curators, assign and amend status applied to holdings and update the Collections Information Database (CID).
- Research the BFI National Archive using the Collections Information Database (CID) to identify best materials for potential curatorial programmes.
- Barcode newly acquired elements and create workflows for conservation and preservation activity.
- Use the Collections Information Database (CID) tool to accurately catalogue new acquisitions and undertake materials research for programming, conservation or preservation. Use spreadsheets and information databases to bulk import or export metadata describing the collections.
- Use the BFI's Digital Preservation Infrastructure (DPI) to track and drive workflow for preservation of new digital acquisitions to the Archive.
- Contribute to any activities undertaken at the Conservation Centre or BFI Gaydon as and when required to assist with materials identification, barcoding and collections care.
- A good working knowledge of computer based systems, media file formats and an aptitude for equipment used to view and process heritage materials is desirable.
- To carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'.
- To be a 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 through 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.

Job descriptions are reviewed annually by the post holder and the line manager as part of performance reviews to ensure that they remain current

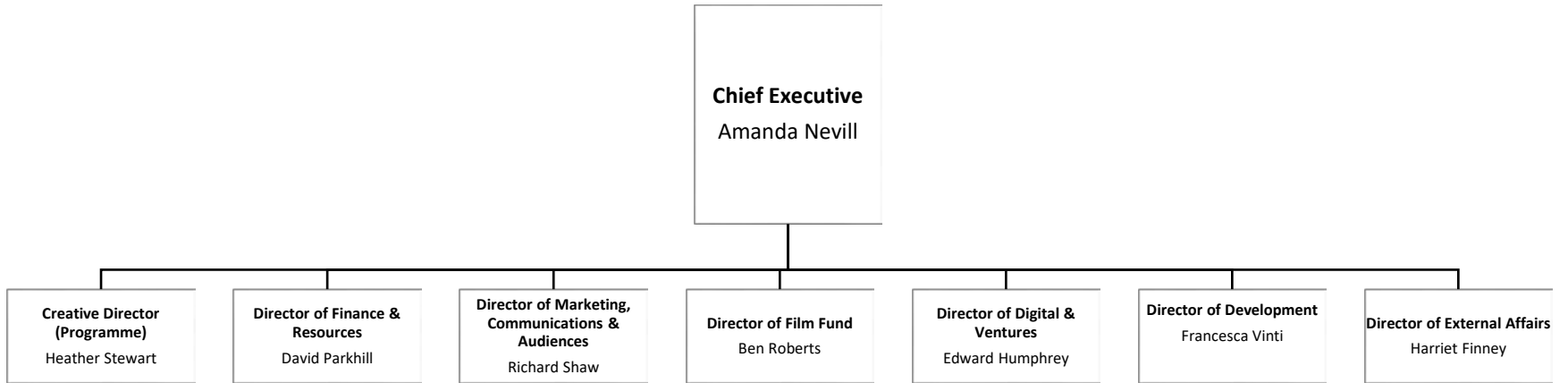
Person Specification

Minimum Requirements

- Educated to A Level or equivalent.
- Qualification or demonstrable experience working with archive film and video materials.
- A strong knowledge and enthusiasm for the history of British film, television and the moving image.
- A good knowledge of the issues relating to the conservation and preservation of a range of archival materials and past archival and production practices and techniques.
- A good understanding of the technical processes involved in digitising analogue and digital video material, and the particular challenges associated with digital preservation.
- Demonstrable experience of using computer based systems, media file formats and media players. A good knowledge of automated archive systems, spreadsheets and information databases for documentation and collections management.
- Contributes to problem solving, identifying and implementing solutions to help achieve team goals.
- Strives to achieve high standards; accepts and offers constructive feedback from and to colleagues at all levels and is open to self-development and training. Able to move between functions and learn new skills and acquire new knowledge. A commitment to continual professional development.
- Good organisational skills with the proven ability to meet deadlines and targets whilst working in a busy environment.
- Excellent attention to detail. Convey information and ideas concisely and accurately, both orally and in writing.
- Good communication skills with the ability to deal effectively with people at all levels. The ability to develop and maintain good working relationships with BFI colleagues, partners and stakeholders.

- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'
- Works constructively, proactively and flexibly both as an individual and as a part of a team; helps develop the team by sharing information and knowledge; supports and assists other team members to achieve team goals.
- 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.

6. BFI Executive Structure:



7. Collections and Information: Curatorial Department Organisation Chart

