



Welcome to our information pack for the post of:

Programmer – New Forms

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 | Page 5 |
| 5. The role | Pages 6 – 9 |
| 6. BFI Executive Organisation Chart | Page 10 |
| 7. Cinema and Events Department Organisation Chart | Page 11 |

Welcome to our information pack for the post of:

BFI Programmer – New Forms

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 BFI Programmer – New Forms 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 **23 October 2017**.

First interviews will be held on the week commencing **6th or 13th November 2017**.

If you have any questions or want to discuss the post please contact me on 020 7815 1360 or tim.stevens@bfi.org.uk.

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

Tim Stevens
Acting Head of Business Development and Production

2. Job Advert

BFI Programmer – New Forms

£35,667 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.

The New Forms Programmer will develop a series of programmes and events exploring the spaces between social and artistic thought leadership; moving image; creative technologies; music, gaming, theatre and fashion with the aim of cultivating existing and developing new audiences for the BFI.

The successful candidate will have experience of programming a wide variety of live events in cultural spaces including festival and venues, nationally and internationally, along with a thorough understanding of event production, particularly in dealing with a range of technologies in live contexts.

Based in Central London, you will enjoy benefits such as our pension scheme, 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.

Please submit your online application by **23 October 2017**.

First interviews will be held the week commencing **6th or 13th November 2017**.



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 3A and the salary points for this grade as at 01 November 2016 are:

£35,667 (minimum)
£37,098 (point 2)
£38,583 (point 3)
£40,125 (point 4)
£41,727 (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 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).

The Role

Programmer - New Forms

| | |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department: | Cinemas and Events |
| Post: | Programmer - New Forms |
| Grade: | 3A |
| Accountable to: | Head of Cinemas and Events |
| Main contacts: | Hires and Production Manager, Programmers, Senior Film Advisor, Head of Distribution and Programme Operations, Festivals Team, Marketing Advisor, Social Media Manager, Sponsorship Manager, Head Curator and BFI National Archive curatorial team |

Main Aims:

Art forms are rapidly evolving in response to new forms of collaboration, distribution and technology. The blurring of boundaries between art and design, film, music and videogames offers the opportunity for the BFI to create a new programme which will explore digital creativity and make sense of emerging new forms of practice. Whether it is exploring the impact of virtual reality on film, the impact of AI on videogames or the way moving image installations animate spaces you will be passionate about showcasing new forms or artist practice in cultural spaces

Working within the Programme and Acquisitions team, and working closely with the BFI National Archive curatorial team, this is an exciting opportunity to bring new thinking and ideas into the internationally respected programmes of both the BFI Southbank and The BFI London Film Festival. The New Forms programmer will develop a series of programmes and events that address and explore the culture that exists in the spaces between moving image, creative technologies, music, gaming, theatre, fashion and social and artistic thought leadership; with the aim of cultivating existing and developing new audiences for the BFI.

As well as self-generating new programmes and events, the new forms programmer will respond to the BFI's cultural priorities and agendas, researching subject areas with a view to devising interpretive events and experiences.

The programmer will also take a lead on overseeing the acquisition of new forms for the BFI National Archive to ensure that they are preserved for future generations.

Key Responsibilities:

Working closely with the Head of Programme and Acquisitions and the Head of Cinemas and Events and other internal stakeholders, develop a bold, on-going series of live events, installations and programming for the BFI Southbank programme that are designed to educate, entertain, inspire, challenge and surprise audiences.

Working closely with the London Film Festival team, make a key contribution to the 'LFF Connects' event series, devising both industry and public facing events.

Working with the BFI National Archive curatorial team, take the lead on acquisitions of new forms for the national collection. This will include advising the curatorial team on priority acquisitions, facilitating relationships between the curators and new forms creatives/industry and overseeing agreed acquisitions.

To work closely with colleagues in BFI Communications to develop Marketing, Press and Social Media strategies to build audiences and awareness of the brand / identity of the activities.

To work closely with BFI Development on a strategy that aims to secure commercial support for this area of work.

To establish and develop a network of partners, seeking to maximise awareness, support and participation from key creative industries.

To work closely with colleagues in the BFI Digital team to ensure programmes and events are proliferated in the digital and broadcast space with the aim of building a significant online audience.

To be an active member of core programming team within Programme and Acquisitions, attending regular meetings, making a valuable contribution to the creative process of programming across BFI platforms.

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.

Person Specification

Minimum Requirements:

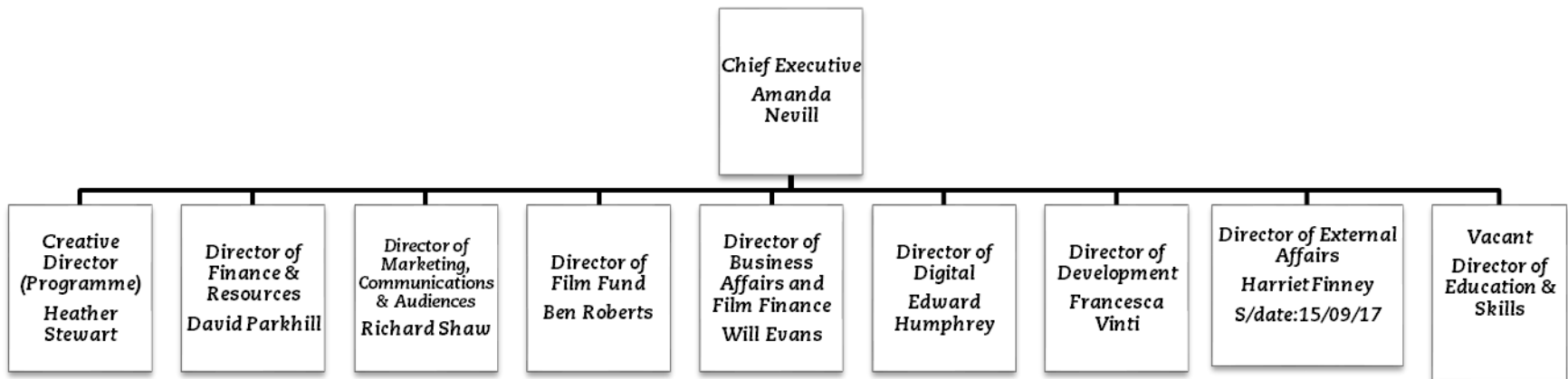
- Educated to degree level or equivalent.
- Experience of programming a wide variety of live events in cultural spaces including festival and venues, nationally and internationally.
- Experience of thought leadership in programming in the creative industries area especially in relation to film, music, videogames and the creative technology spaces.
- A thorough understanding of event production especially experience of dealing with a range of technologies in live contexts.
- Experience of developing physical experiences including exhibitions, displays and commissions.
- Demonstrable experience of public speaking introducing events and hosting live discussions.
- Experience of writing for print, digital and social media.
- Wide and demonstrable international knowledge of film, television and moving image both contemporary and historical.
- Have a meaningful and active network of decision makers from UK Film and talent industries.
- The ability to manage several projects simultaneously.
- Good organisational skills with the ability to prioritise and to manage and meet deadlines.
- The ability to gain immediate professional credibility and confidence with clients and external agencies.
- Excellent communication skills, both oral and written, with proven ability to liaise effectively with other departments and with external clients/partners and service providers.
- Experience of organising and running projects that involve a number of partner/stakeholder organisations.

- Good command of English with excellent spelling, punctuation and grammar.
- Good organisational skills with the proven ability to meet deadlines and targets whilst working in a busy environment.
- Computer literate with a good working knowledge of Microsoft Office.
- Experience of financial reporting and procedures.
- Ability to work on your own initiative in a systematic and pragmatic manner.
- Good team player with an understanding of the complexities and challenges of large-scale organisations.
- A proven track record of working in a collegiate way and the ability to develop and maintain good collegiate working relationships with BFI colleagues, partners and stakeholders.
- 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.
- 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.

October 2017

6. BFI Executive Structure:



7. Cinema and Events Department Organisation Chart

