



Welcome to our information pack for the post of:

Industry Assistant BFI FLARE: London LGBT Film Festival

**(Fixed term 13 February – 31 March 2017)
Salary £20,835 per annum**

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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Welcome to our information pack for the post of:

Industry Assistant BFI FLARE: London LGBT Film Festival

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 Industry Assistant 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 **12pm, Friday 20th January 2017**

First interviews will be held **Friday 27th January 2017**

The post holder must be available to start the week commencing 13 February 2017

If you have any questions or want to discuss the post please contact Jack Casey, Senior Industry Coordinator on jack.casey@bfi.org.uk

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

**Tricia Tuttle
Deputy Head of festivals**

2. Job Advert

Industry Assistant BFI FLARE: London LGBT Film Festival (Fixed term 13 February – 31 March 2017)

Salary £20,835 per annum

The focus of our festivals team is the delivery of both our festivals to the highest possible standard, for the benefit of filmmakers, audiences and film culture in general.

Supporting the Senior Industry Coordinator, the successful candidate will carry out day to day duties in the running of the Industry Office and Delegate Centre, including the setting up and maintenance of delegates database, mail-outs, production of delegate passes, recording financial information and doing basic accounts.

With some knowledge and experience of the film industry, the successful candidate will also have excellent computer skills, including some experience of Filemaker Pro. With previous office administration experience, you will have good organisational skills with the ability to manage and meet deadlines.

The post will be based at BFI Southbank (nearest station Waterloo).

You will enjoy benefits such as the BFI pension scheme, 28-33 days annual leave, tickets to BFI festivals and events plus many others.

The post holder must be available to start the week commencing 13 February 2017.

The closing date for applications is **12pm, 20th January 2017**. Interviews will be held **on 27th January 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 1B and the salary points for this grade as at 01 April 2016 are:

£20,835 (minimum)

£21,669 (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 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 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
- A staff engagement survey is conducted regularly to see how we are doing

• **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. 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).

5. The Role

Job Description

Department:	Festivals
Post:	Industry Assistant
Grade:	1B
Accountable to:	Deputy Head of Festivals, day-to-day role overseen by Senior Industry Coordinator
Dates:	13 February – 31 March 2017

Key Responsibilities:

- Work with Senior Industry Coordinator to deliver accreditation and ticketing needs of industry delegates at BFI Flare;
- Work with Senior Industry Coordinator to deliver the build, daily running and take-down of the Festival Delegate Centre.
- Work as required to staff the Industry Desk in the Delegate Centre during the festival;
- Work as required on guest ticketing window for evening Flare screenings;
- With guidance from Senior Industry Coordinator, deliver practical elements of industry talks and events in the Delegate Centre including: booking travel for speakers, working with volunteers to arrange room as required for each event and reset afterwards, liaise with BFI Technical teams where events have technical needs, completing event procedure sheets in good time.
- Work alongside Exhibition Systems Manager and Senior Industry Coordinator to secure titles for the Festival Viewing Library, powered by Cinando.
- Manage bookings for Cinando portals in Delegate Centre;

- Work with Senior Industry Coordinator to maintain industry database and manage badge making system.
- Contribute to Industry Office report after the festival.
- Undertake any other duties that may be reasonably required.

Person Specification

Minimum Requirements:

- At least 1 years' previous experience working in LGBT cultural or a film festival environment
- Strong IT skills and ability to work on databases
- Interest in international film culture and knowledge of the film industry
- Experience of team working in a high-pressure environment
- Excellent organisational skills with the ability to prioritise and to manage and meet deadlines
- A proactive and customer focused approach delivered within a best practice framework
- Excellent communication skills with the ability to work collegiately with other departments and with external clients/partners and service providers
- Ability to work flexible hours, late evenings and weekend working is essential to this role
- A demonstrable commitment to the principles of diversity and inclusion and its practical application and integration in the work environment

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

January 2017