



## **Welcome to our information pack for the post of:**

### **Curator - Scripts, Documents and Ephemera (9 Months Maternity Cover)**

The following information is provided to assist your application. Information about the BFI can be found at our website: [www.bfi.org.uk](http://www.bfi.org.uk) with information specifically about job vacancies at [www.bfi.org.uk/about-bfi/job-opportunities](http://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<br>Plus link to our 2013/14 BFI Annual Review<br><a href="http://www.bfi.org.uk/about-bfi/annual-review-management-agreement">http://www.bfi.org.uk/about-bfi/annual-review-management-agreement</a> | 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:**

### **Curator - Scripts, Documents and Ephemera (Maternity Cover)**

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 Special Collections Curator (Scripts, Documents and Ephemera) (Maternity cover) 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 on Monday 19 October 2015.**

First interviews will be held **on Thursday 29 October 2015.**

If you have any questions or want to discuss the post please contact me at [Nathalie.Morris@bfi.org.uk](mailto:Nathalie.Morris@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**

### **Curator - Scripts, Documents and Ephemera (9 Months Maternity Cover)**

**Salary £28,059 - £32,826 pro rata per annum**

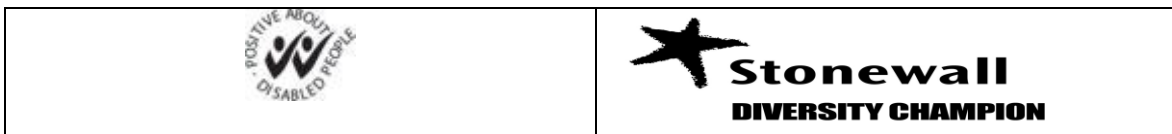
We have an opportunity for a Special Collections Curator to join the Curatorial team on an interim basis. This post will be responsible for cataloguing and carrying out basic conservation work on paper and electronic archive collections held by BFI Special Collections. You will contribute to the development of documentation practice for Special Collections, in line with international standards, and contribute to the development of other policies and procedures, including those for dealing with born digital material.

The ideal candidate will have a recognised archival qualification with at least 2 years' experience of working in an archive environment. You will have knowledge and experience of using automated archive systems or information databases as well as knowledge of documentation conservation practices.

You will have in-depth and demonstrable knowledge of British film and television in both its historical and contemporary contexts together with an aptitude and enthusiasm for research, publication and other forms of interpretation and curatorial work. You will have good organisational skills with the ability to prioritise and meet deadlines, as well as excellent communication and presentation skills with the ability to deal effectively with staff/customers at all levels. Good working knowledge of Microsoft Office is also essential to the role.

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 Monday 19 October 2015**. Interviews will be held **on Thursday 29 October 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 2B and the salary points for this grade as at 01 April 2015 are:

£28,059 (minimum)  
£29,181 (point 2)  
£30,351 (point 3)  
£31,563 (point 4)  
£32,826 (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](http://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

<b>Department:</b>	Curatorial Unit (Special Collections)
<b>Post title:</b>	Curator – Scripts, Documents & Ephemera
<b>Grading:</b>	2B
<b>Accountable to:</b>	Special Collections Senior Curator
<b>Main contacts:</b>	Special Collections and other curatorial staff; Berkhamsted vaults and facilities staff; Library and Documentation teams; Collection donors.

### Main Aims:

To catalogue and carry out basic conservation work on physical and electronic archive collections held by BFI Special Collections. To take responsibility for key collections and manage respective donor relations. To advise on and contribute to the development of electronic archiving policies and procedures for the department. To work with documentation teams to develop documentation standards for Special Collections, in line with international standards.

### Key Responsibilities:

To sort and re-house archive collections, carrying out cleaning and other conservation work as required.

To catalogue archive collections to ISAD(G) using Adlib collections management software.

To contribute to the development of CID in relation to Special Collections cataloguing and in line with international standards.

To revisit existing Special Collections data and revise to ISAD(G) and CID specifications. To train and oversee colleagues and to manage volunteers and interns working with Special Collections data in CID.

To selectively digitise documents from archive collections, in consultation with Special Collections curatorial staff, with a view to on-line access and display.

To answer collections-based enquiries within agreed timescales.

To facilitate donor access to collections, as required.

To liaise with donors and their creative collaborators, as required, to support the cataloguing of archive collections and creation of metadata.

To appraise and acquire production records and other materials which document current and historic British film and television production, in accordance with the BFI Collections Acquisition & Disposal policy and in consultation with the Special Collections Senior Curator.

To promote the collections and work of the department by contributing externally and internally to publications, exhibitions, programming, teaching, presentations, online, and by representing the BFI on external committees and bodies.

To work closely with the Special Collections, curatorial and other cultural teams to ensure that the collections are embedded within the cultural programme of the BFI.

To be proactive in identifying areas of the collections for research, exhibition and promotion, and to contribute fully to the development of the BFI's cultural plan.

To manage project work including conservation and cataloguing projects, including the work of freelance conservators.

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

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

To ensure that line managers are briefed on any local developments and to provide regular progress reports.

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 sector.

To advise on and lead practical workshop sessions on best practice regarding collections handling and documentation.

To provide cover for other colleagues as required.

To actively participate in team meetings, planning, development and team building events.

To ensure that all assets and resources are well managed and secure.

To be an ambassador for the BFI through maintaining 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

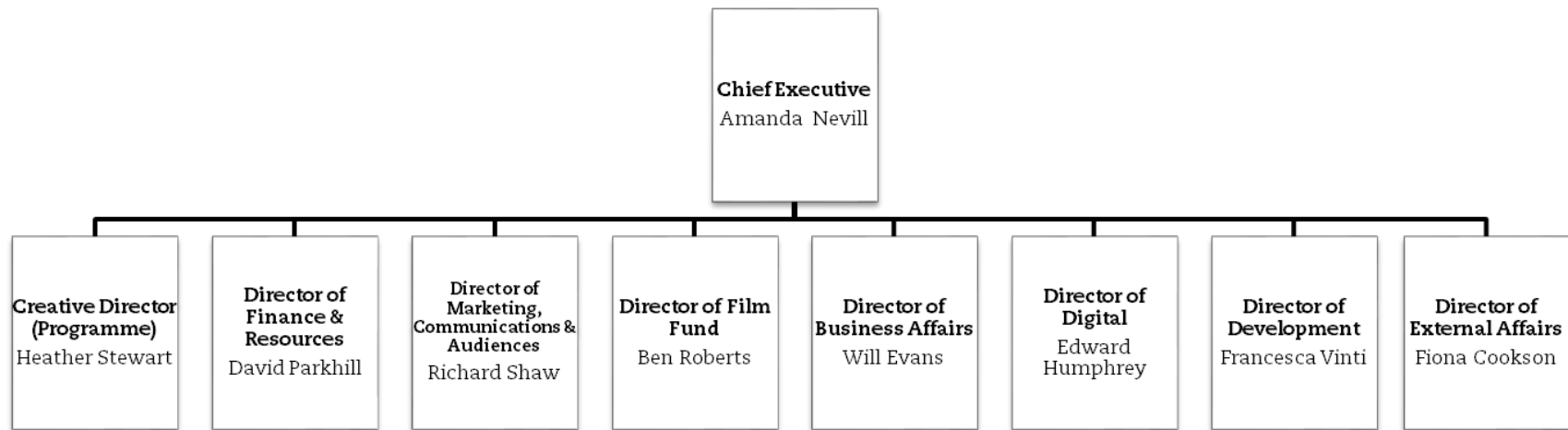
### Minimum Requirements:

- A recognised archival qualification.
- At least 2 years' experience of working in an archive environment.
- Knowledge and experience of using automated archive systems or information databases.
- Knowledge of documentation conservation practices.
- Familiarity with current international standards of archival description.
- An in-depth and demonstrable knowledge of British film and television in both its historical and contemporary contexts.
- Aptitude and enthusiasm for research, publication and other forms of interpretation and curatorial work.
- Good organisational skills with the ability to prioritise and the proven ability to manage and meet deadlines.
- The ability to gain immediate professional credibility and confidence with collections donors and external agencies.
- Excellent verbal and written communication and presentation skills with the ability to deal effectively with staff/customers at all levels.
- Good working knowledge of Microsoft Office.
- The ability to lift and handle heavy and bulky materials.
- A demonstrable commitment to the principles of diversity and inclusion and its practical application and integration in the work environment.
- A commitment to continual professional development.

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

**September 2015**

6. **BFI Executive Structure:**



## 7. Curatorial Organisation Chart

