



Welcome to our information pack for the post of:

Video Conservation Specialist (Fixed term until 31 March 2022)

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:

BFI Video Conservation Specialist

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 Video Conservation 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 setting out what you can bring to the role and how you meet the criteria of the person specification. The application also 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 27 February 2018

First interviews will be held week commencing 19 March 2018

If you have any questions or want to discuss the post please contact us at BFI Opportunities on bfi.jobs@bfi.org.uk

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

Stephanie Perrin
Video Conservation Team Leader

2. Job Advert

BFI Video Conservation Specialist (Fixed term until 31 March 2022)

Salary £23,199 - £27,141 plus generous benefits package

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 are looking for a Video Conservation Specialist to join us to deliver all technical operations for television and video conservation projects, with preparation and preservation of analogue and digital video materials as required.

The successful candidate will join the Television Operations team at the BFI National Television Archive, capturing and preserving files from television transmissions and also digitising a wide range of legacy video formats onto the BFI's Digital Preservation Infrastructure.

They will examine, compare and technically identify video material and digital files ensuring that they are replayed and preserved to the highest possible standards. They will be required to verify signal parameters and identify waveform characteristics using appropriate equipment and have knowledge of digital formats. They will also make direct data entry of identification, quality and technical information to the Collections Information Database.

With a relevant qualification or substantial relevant experience, preferably working with archive materials, you will have a good understanding of the technical processes involved in the history of television production and transmission, and the particular challenges associated with legacy formats and digital preservation.

The role is based at the BFI National Archive in Berkhamsted (nearest rail station is Berkhamsted).

You will enjoy benefits such as our pension scheme, excellent family support, 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 midnight on 27 February 2018
First interviews will be held on held week commencing 19 March 2018



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.

This post is evaluated at 2A Grade:

£23,199 (point 1)

£24,126 (point 2)

£25,092 (point 3)

£26,097 (point 4)

£27,141 (point 5)

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).

5. The Role

Job Description

Directorate:	Programme
Department:	Collections & Information
Job Title:	Video Conservation Specialist
Level/Grade:	2A
Accountable to:	Video Conservation Team Leader
Main contacts:	Video Conservation Technical Leader, Collections Management team; Project Manager; Curatorial, Operational and Technical teams
Location:	Berkhamsted

Main Aims:

Examination, identification and playback of video materials and diagnosis of conservation needs.

Process off-air, high quality (HD) television acquisitions, legacy video format transfers and data entry to the BFI systems.

Carry out videotape replay work, and produce master files for preservation and access.

Record conservation needs and actions using the BFI's documentation system so that the archive's collections may be accurately described and efficiently retrieved.

Key Responsibilities:

To deliver all technical operations for television and video conservation projects, concentrating mainly on legacy video format transfer, with preparation and preservation of analogue and digital video materials carried out as required.

Examine, inspect, compare and technically identify video materials to ensure that they are replayed to the highest possible standards and documented from a technical and editorial perspective, including direct entry of information to the Collections Information Database.

Undertake preparation of materials and carry out digitisation work as required to meet the BFI's business requirements.

Provide technical expertise in digitising all aspects of analogue and digital video playback. This will feed into the BFI's media asset management systems via a number of dedicated high performance work stations. These are linked to a centrally based server and automated data preservation system.

Replay and capture material from a wide variety of open reel and cassette based video formats including 1" and 2" VT, Digibeta and D3 formats.

Utilise the Digital Preservation Infrastructure (DPI) with its associated browser tool and the Collections Information Database (CID) software as the mechanisms for entering and updating metadata, and as the tools for driving workflow through the Archive.

Work with other colleagues to provide technical advice on the condition and suitability of archive material for any required process.

Assign and amend status applied to holdings and update the CID database.

Contribute to any activities undertaken at the Conservation Centre when required, to ensure best collections care and delivery of services to clients.

Video Conservation Specialists are required to have a good working knowledge of computer based systems and media file formats, and will move between tasks as and when required.

Provide cover for other colleagues, participate in projects and initiatives team meetings, planning, staff development and team building events, as required.

Abide by all safe working practices and in particular those which relate to handling legacy video tapes.

To carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'.

To be 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 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:

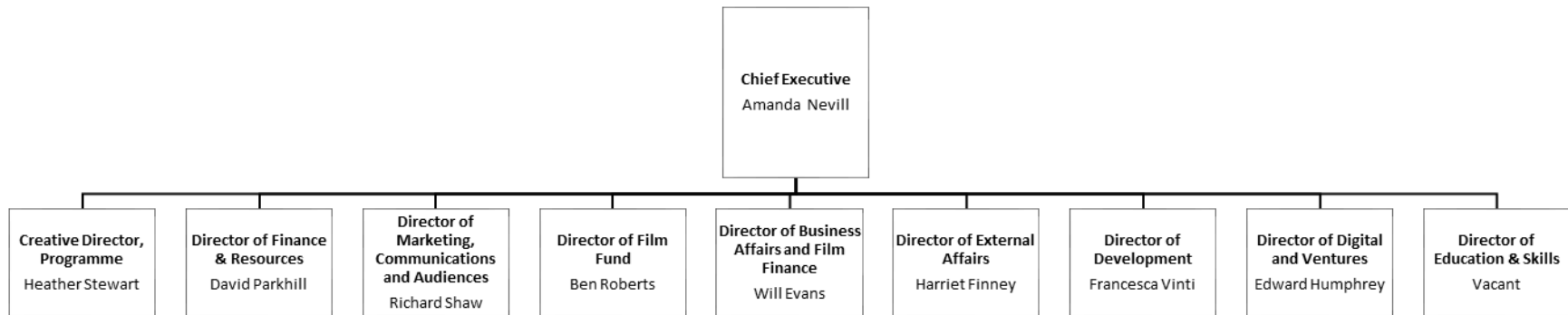
- GCSE Maths and English
- Relevant experience, preferably working with broadcast or professional video.
- A good knowledge and demonstrable experience of using computer based systems, media file formats and media players.
- A good understanding of the technical processes involved in digitising analogue and digital video material, and the particular challenges associated with legacy video formats and digital preservation.
- Able to work 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.
- Able to move between functions and learn new skills and acquire new knowledge. Able to train others to a high standard and impart knowledge.
- Contributes to problem solving to identify and implement 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.
- Good organisational skills with the proven ability to meet deadlines and targets whilst working in a busy environment.
- Good working knowledge of Adobe Creative Cloud software (Premiere) and Microsoft Office
- Good communication skills with the ability to deal effectively with people at all levels
- Excellent attention to detail
- Ensures that duties are carried out with due regard to health and safety and equal opportunities policy.
- 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 proven track record of working as a supportive team member
- A commitment to continual professional development

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

Feb 2018

6. BFI Executive Structure:



8. Conservation Department Organisation Chart

