



Welcome to our information pack

Editor-in-Chief Sight & Sound

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 2017/18 BFI Annual Review
http://www.bfi.org.uk/about-bfi/annual-review-management-agreement | Pages 5-6 |
| 5. | The role | Pages 7-9 |
| 6. | BFI Executive Organisation Chart | Page 10 |

Welcome to our information pack:

Editor-in-Chief Sight & Sound

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 Editor-in-Chief 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.

If you wish to submit a CV please ensure that you also provide a supporting statement along with our completed diversity and inclusion monitoring form for your application to be considered. Please submit these to: opportunities@bfi.org.uk.

Please submit your application by **9:00 am on Monday 01 July 2019**. 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 4706 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 stage interviews will be held on **Thursday 4th July 2019**.

Second Interviews will be held in the **week of 8th July 2019**.

Please advise us within your application of your availability for the above interview dates.

If you have any questions or want to discuss the post prior to applying please contact the Programme Assistant at: charlotte.couture@bfi.org.uk, or 0207 957 4806.

I look forward to receiving your application.

Heather Stewart
Creative Director

2. Job Advert



Editor-in-Chief Sight & Sound

**Salary c£55k - £65.5K (up to 15% market supplement for an exceptional candidate) plus our generous benefits package.
We support flexible working**

Sight & Sound, published by the BFI, is a long established monthly magazine and website, mainly subscription-based, offering readers in the UK and around the world in depth criticism and review of the best of British and international filmmaking.

After 21 years Nick James is standing down as Editor and we offer thanks for his contribution to developing the magazine. Sight & Sound is now committed to a digital-first future while retaining its print edition, and forging a new and dynamic relationship between the two fit for the demands of 21st century publishing. To inspire and preside over this transformation we are seeking an Editor-in-Chief to manage the transition from a primarily print-based monthly title to a vibrant digital-first brand with a complementary print edition.

You may not be working on a film magazine but you will have a deep love, understanding and knowledge of film and would relish the chance to apply that enthusiasm, coupled with your hard won journalistic skills, to modernising the Sight & Sound brand. You've probably managed the transition from print to digital-first before, have an eye for what works both digitally and in print and would love to apply those skills to a subject you're passionate about. You're used to working with small teams and dealing with outside contributors and getting the best out of both.

If you think the above sounds like you, we'd love to hear from you.

Based in Central London 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. We support flexible working.

Further details about the post can be obtained by visiting www.bfi.org.uk/about-bfi/job-opportunities.

The closing date for applications is **9:00 am on Monday 01 July 2019**

1st stage interviews will be held on **Thursday 04 July 2019**

Second interviews will be held in **the week of 08 July 2019**

Please advise us within your application of your availability for the above interview dates.



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 4A. The salary range is £55,398 - £65,454. For an exceptional candidate we can apply up to 15% pay supplement.

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.

After successfully completing our 6 months' probation period candidates will progress to the spot rate for the role at £60,519 (if not appointed at that rate or higher).

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, 4 weeks paid parental leave and enhanced 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 and Film Festivals (the BFI London Film Festival and FLARE)
- 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.
- Our mean gender pay gap was 0.4% as at 31 March 2018.
- We are a disability confident employer.
- We provide a range of wellbeing initiatives. As part of our mental health wellbeing strategy we have Mental Health First Aiders at each main site.
- 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, we are governed by Royal Charter and we are a charity core funded by Government "to promote the art of film, television and the moving image"
- 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 collection of film, television and the moving image 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.

[BFI2022](#) is our strategic plan for film for 2017-2022. It focuses on our three core priorities to support Future Talent, Future Learning and Skills, and Future Audiences. The 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:	Sight & Sound
Role:	Editor-in-Chief
Accountable for:	Sight and Sound Team, both employed and self- employed: Deputy Editor, Features and Publishing Editor, Web Editor, Production Editor, Advertising Manager, Production Coordinator plus freelance; Publishing Consultant, art direction, sub-editing, journalism
Accountable to:	Creative Director, Programme

Main Aims

To develop the vision and strategy for Sight & Sound to be the leading editorial voice for film culture in the UK and beyond. To devise a compelling editorial and business plan for Sight & Sound which develops and extends the brand, positions the magazine digitally while retaining its print editions and loyal readership, and brings the magazine back to a cost effective business plan.

Execution of the new look Sight & Sound to include the seamless delivery of content across all Sight & Sound branded activities.

Key Responsibilities

To be responsible for the performance of Sight & Sound.

To devise a new plan for the magazine, managing the transition from a primarily print-based monthly title to a digital first brand, forging a new and dynamic relationship between the two.

To lead on all editorial decisions, inspiring and managing the editorial team to deliver a world class unique magazine.

To develop the brand, seamlessly delivering content across all brand activities.

To lead and manage the design of Sight & Sound, which includes managing freelance design and picture editing.

To set and manage Sight & Sound budgets and deliver the business plan, reporting quarterly on performance.

Ensure that the BFI's aim to be diverse and inclusive in everything we do informs our editorial, design and brand development.

To contribute as a member of the Cultural Programme Leadership Team, which has responsibility for developing audiences for British and international, historical and contemporary film and television, and the moving image.

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

To ensure that all team members are managed and developed in accordance with the BFI's Performance Management Scheme; ensuring that all people have regular individual and team meetings, have agreed objectives which they are appraised against, with Personal Development Plans to support their development.

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.

Person Specification

Minimum requirements:

- Demonstrable success in editorial/magazine publishing with evidence of managing the transition to digital
- Track record in film journalism or related area
- Broad knowledge and deep love of film and television to inform our editorial choices
- Commercial acumen to develop the brand
- Ability to manage and inspire a team with experience of managing through periods of change
- Experience of developing creative professionals and teams of mixed experience, and of realising the expertise of others
- Good communication skills with the ability to deal effectively with people at all levels
- Track record of innovation to bring to our brand
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring and Responsive'.

- Ability to liaise, work as a team member and build strong relationships
- Approach informed by a commitment to diversity and inclusion

June 2019

6. BFI Executive Structure:

