



Thank you for your interest in working for the 63rd BFI London Film Festival (LFF).

LFF is the UK's leading film event and one of the world's major film festivals. It introduces the finest global cinema to expanding London and UK-wide audiences and attracts significant international industry participation. Delivering a smart, diverse programme for audiences of all backgrounds and tastes, the festival offers a friendly, vibrant atmosphere which welcomes the new and curious and avowed cinephiles alike.

Behind our success is an incredible team of hard working individuals who are committed to planning and delivering a world-class experience for audiences and guests alike. We are delighted to announce a further range of fixed-term employment opportunities which will support the running of the 2019 festival edition. The festival runs from the 2nd to the 13th October 2019 with the roles commencing in the weeks ahead of this.

Our Festivals team are critical to the successful delivery of a world-renowned event. Past team members have found the festival to be a stimulating and rewarding experience, offering both professional and personal learning. As the Festival's Director, I am continually impressed by the energy and passion each team member brings and I look forward to offering others the chance to join us in 2019.

Our team relies on individuals who love what they do. If you are passionate about cinema, events planning and high quality audience and filmmaker experience, we would love to hear from you. We are looking for people who are highly organised, who thrive in fast-paced environments and are great team players and problem-solvers.

Importantly, we are committed to addressing the imbalances in representation in the film industry and strongly encourage applications from all underrepresented groups.

If you have any questions regarding the roles or opportunities please do not hesitate to contact opportunities@bfi.org.uk.

I look forward to receiving your application and hope to see you at one of our assessment centres.

A handwritten signature in black ink, appearing to read 'Tricia Tuttle'.



Tricia Tuttle
BFI Director of Festivals



**Interested in working for the BFI London Film Festival?
Do you have previous experience in a festival or events environment?
We'd love to hear from you!**

The Brief

We are recruiting for our final roles to support the production and delivery of the BFI London Film Festival. The festival runs from Wednesday 2nd to Sunday 13th October 2019.

Sounds great! What roles are on offer?

The positions available are detailed on page four. Take the chance to review these alongside the more detailed specifications and consider where your experience best fits. If you are interested in more than one position you will be able to indicate this on your application.

Please also check the dates each role commences. By applying for a specific position you are indicating that you will be available to start on the advertised date.

Okay grand. I've done this. What next?

Follow the link below to apply for a role and attach a current CV.

<https://www.bfi.org.uk/about-bfi/job-opportunities>

Please note we can only receive submissions via the online jobs portal. No direct submissions by e-mail will be accepted.

Done. When will I hear from you?

Every year we are delighted to receive a high volume of applications for our roles. A provisional closing date for all applications is noon on **Thursday 22nd August 2019** but please be advised that we do reserve the right to close the application window earlier if we receive sufficient numbers. We therefore encourage people to apply as soon as possible.

If your application is successful you will be contacted by no later than **Friday 23rd August 2019** inviting you to attend an assessment centre.

If your application is unsuccessful you will be notified of this, but due to anticipated high volume we will be unable to provide individual feedback.

What will the assessment centre involve?

The assessment centre will give you the chance to learn a little bit more about the Festival and us as a team. We will also get to meet you and through a range of practical written and team based tasks understand how you like to work.

If you are successful during these assessments we will then invite you for an interview on the same day.

Assessment centres are being held on the following dates at BFI Stephen Street in London.

Wednesday 28th August 2019

Friday 30th August 2019

And when will I know the outcomes?

Conditional offers will be made to first choice successful candidates by no later than **Monday 2nd September 2019**. If you receive an offer you will have a 48 hour window in which to confirm your acceptance of this.

For those candidates who have performed well at the assessment centre and interview but due to the number of roles available we are unable to make a conditional offer; we will notify you of this by **Thursday 5th September 2019**. We will confirm with you that you will be placed on a waiting list should a position become available.

All other remaining assessment centre candidates will be notified that they have been unsuccessful by **Friday 6th September 2019**.



The Roles

Senior Guest Transport Coordinator (Salary £29,055)

FTC from 16th September 2019 – 22nd October 2019

Key Responsibilities

- Support the Guest Transport Manager to implement a creative and efficient ground transport strategy, which effectively balances the needs of the Festival and operational constraints.
- Liaise with distributors and guests for special events to coordinate appropriate transport schedules. Oversee the Guest Transport Coordinators in booking and communicating arrangements accordingly.

Find out more click [here](#)

Guest Transport Coordinators (Salary £23,433)

FTC 24th September 2019 -18th October 2019

Key Responsibilities

- Constantly monitor the schedule for car pick-ups/drop-offs, communicating and working with the Programme & Guest Services team.
- Liaise with filmmakers, talent representatives, and special event guests regarding transfers between airports, hotels and London cinemas.
- Coordinate the Festival Deliveries schedule and book required volunteers.

Find out more [here](#)